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NPTEL (<https://swayam.gov.in/explorer?ncCode=NPTEL>) » Enhancing Soft Skills and Personality (course)



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Course
outline

About NPTEL
()

How does an
NPTEL online
course work?
()

Week 0 ()

Week 1 ()

Week 2 ()

Week 3 ()

Week 04: Assignment 04

Assignment not submitted

Due date: 2024-03-20, 23:59 IST.

Questions 1 to 10 are Multiple Select Questions where more than one answers are correct. It has partial marking and hence carefully select the answer choices.

For Example: if choice 1 and choice 2 are correct out of 6 choices, and if you select both choice 1 and choice 2, you will get full marks.

If you select either choice 1 or choice 2 and did not select other choices, you will get partial marks.

If you select choice 1 and choice 3 or choice 1 and choice 4, you will not get any marks.

If you select choice 2 and choice 3 or choice 2 and choice 4, you will not get any marks.

1) Identify the people with dislikeable traits.

1 point

- Sunita magnifies trivial issues into major concerns and creates unnecessary stress in the workplace.
- Aisha's exceptional listening skills and empathy make her a trusted confidante.
- Bhavani is generous and willing to go the extra mile for others.
- Deepak consistently fails to meet deadlines, leaving his team scrambling to cover for his shortcomings.
- Preeti's fraudulent activities came to light when her deceitful financial practices were exposed.
- Alok spreads malicious rumours about his colleagues, creating a toxic work environment.

2) Read the passage and choose the appropriate observations:

1 point

Maya undermines her colleagues' capabilities in the workplace by subtly implying their incompetence during team meetings. While outwardly pretending to care for others, she subtly tries to defame her colleagues. Thus, her coworkers become subjects to Maya's calculated tactics as she exploits their vulnerabilities to get her promotion as CEO.



Week 4 ()

● Lecture 16:
People Skills-1:
What Makes
Others Dislike
You? (unit?
unit=41&lesson
=42)

● Lecture 17:
People Skills-2:
What Makes
Others Like
You?-1 (unit?
unit=41&lesson
=43)

● Lecture 18:
People Skills-3:
What Makes
Others Like
You?-2 (unit?
unit=41&lesson
=44)

● Lecture 19:
People Skills-4:
Being
Attractive-1
(unit?
unit=41&lesson
=45)

● Lecture 20:
People Skills-5:
Being
Attractive-2
(unit?
unit=41&lesson
=46)

○ Quiz: Week
04:
Assignment
04
(assessment?
name=143)

● Week 04:
Lecture Notes
(unit?
unit=41&lesson
=149)

Maya's character suggests that she is manipulative and capable of maintaining a deceptive outward characteristic while advancing her personal interests within the professional setting.

In the contemporary world, only people like Maya can survive. If a person is not cunning, they will be used by others.

Maya will be respected and liked by the people around her. Such actions will positively impact both her personal and professional life as she can effortlessly build meaningful connections and friendships.

Maya's character suggests that she is a genuine and straightforward individual, transparent in her actions and motives, and focused on maintaining integrity within the professional setting.

In the long run, people like Maya will get exposed and disliked by others. This will affect her personal and professional life as she will struggle to find a friend.

This situation does not tell anything about Soft Skills but only about how cunning and manipulation are necessary for one's growth in a professional setting.

3) Identify the attractive traits from the options given below.

1 point

People who always identify the good in others.

People who constantly disrespect others and portray themselves as superior beings.

People who give credit and validation to others instead of trying to gain praise for the work others did.

People who are irresponsible and childish during troublesome times.

People who are trustworthy and dependable.

People who are highly optimistic and remain calm and collected in troubled times.

4) From the list of quotes below, identify the ones that expose the importance of possessing likeable traits.

1 point

"Civility and politeness are like cement for a society, binding it together. And when we lose it, then I think we all feel lesser and slightly dirty because of it."

"So far as he is able, a Prince should stick to the path of good, but if the necessity arises, he should know how to follow evil."

"No virtue is universally accepted as a test of good character than trustworthiness."

"Optimism is essential to achievement, and it is also the foundation of courage and true progress."

"All men are evil, and they are always going to act according to the wickedness of their spirits whenever they have free scope."

"Well used are those cruelties (if it is permitted to speak well of evil) that are carried out in a single stroke, done out of necessity to protect oneself."

5) Six people are being interviewed simultaneously for the job of receptionist in a five-star hotel. Since receptionists must interact with customers often, they are looking for people with likeable traits. Based on the behaviour given below, identify those who could be shortlisted for the job.



○ Feedback for Week 4 (unit? unit=41&lesson=47)

Week 5 ()

Text Transcripts ()

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- John consistently interrupted the interviewer and forced his ideas even before the interviewer finished her question.
- Despite his extraordinary achievements, Rajesh maintained a genuine and modest attitude while discussing his accomplishments and experiences in the interview.
- Ramya maintained consistent eye contact and cheerfulness throughout the interview.
- Vaidik employed courteous and positive language, maintaining a pleasant and moderate tone during the interview.
- Emily constantly checked her mobile phone and excused herself to answer some calls during the interview.
- Faraz was leaning backwards, shaking his legs and yawning in the interview.

6) Identify the traits of an attractive person exhibited during a turbulent time. **1 point**

- Being bold and decisive
- Being quick and responsive
- Being steady and tolerant
- Being patient and unbiased
- Being angry and anxious
- Being self-absorbed and insensitive

7) Identify the different meanings of "attractive" discussed in this week's lecture. **1 point**

- Pleasing to the eye or mind, especially through beauty or charm.
- Having the power to raise interest.
- Attractiveness is directly proportional to the number of times you have successfully befriended a cat.
- Pertaining to physics, 'attractive' is the ability to draw or pull.
- Lack of confidence and a negative self-image are key factors in someone being perceived as attractive.
- Attractiveness is unhealthy lifestyle choices, such as sedentary and poor dietary habits.

8) From the list of people below, who all do you think have attractive qualities that make the bystanders think they are born leaders? **1 point**

- Bhagyawati's majestic, confident, and graceful walk captivated everyone, commanding attention with each elegantly executed step.
- Divya's chronic indecisiveness often leads to missed opportunities and a lack of progress in her life's personal and professional aspects.
- Sai's consistent negativity and pessimistic outlook create difficulty in building positive relationships and maintaining a supportive social network.
- David's lack of accountability and tendency to blame others for his shortcomings contribute to a stagnant and unproductive work environment.
- Yuvraj's difficulty in managing stress and adapting to change often results in unproductive coping mechanisms.



Wazir's fit and robust physique commands respect on its own, a testament to his dedication to maintaining a healthy body and lifestyle.

9) From the options below, identify those with good values and principles in their lives. **1 point**

Chandani consistently upholds ethical standards in both her personal and professional spheres.

Hema, a pioneer of charity, dedicates weekends to volunteering at local shelters, exemplifying compassion and a selfless commitment to helping those in need.

Driven by greed and ambition, Rachel is not concerned about exploiting others and engaging in unethical practices to achieve her personal and professional objectives.

Mekala's selflessness was seen as she volunteered for countless hours to support community initiatives.

Farhan, a steadfast advocate for nonviolence, consistently sought peaceful resolutions in both personal and professional conflicts.

Gautami's commitment to equality in her projects reflected a dedication to creating inclusive and fair environments.

10) Read the passage and choose the appropriate observations:

1 point

Due to severe work pressure, Rahul went through a breakdown that necessitated him to make a radical change in his lifestyle. He stopped worrying about unnecessary work pressure and actively embraced mindfulness. Further, Rahul developed deeper connections with his friends and family. This transformative experience instilled in him a newfound respect for all living beings, making him an animal lover. With these changes, love and loyalty became his guiding principles.

Rahul has achieved spiritual attractiveness and self-actualisation.

Rahul should not have changed his lifestyle because being good to others will give him nothing.

Rahul is a loser because he loves animals, and nobody wants to be an animal lover.

Rahul let his external situation affect him. He should have stayed in his old self, proving that no external situation can have an impact on him.

Rahul's traits, such as mindfulness, kindness, and deeper connection with other people, show that he has achieved a higher level of aspiration.

Rahul will fail in this attempt because he seems like a person who could easily give up on his lifestyle and adopt a new one.

11) Human beings are _____. We all need emotional fulfilment and support. **1 point**
Thus, it is important to grow as a person and make valuable friends.

solitary creatures

social animals

independent fellows

anti-social people

autonomous entities



self-sufficient beings

12) Read the passage and choose the most appropriate observation:

1 point

Avishek sought to win over his acquaintances by generously paying the bill for meals in a posh restaurant. Despite his displays of generosity, they all know that Avishek is trying to make his friends like him so that they will invest in his firm. Everyone knows about Avishek's selfishness, and hence, despite his efforts to forge friendships through financial means, the relationships he formed felt forced, leaving him with a sense of isolation.

- One cannot force people to like oneself. Money or gifts will not attract others, but our personality and the likeable traits in us will impress people.
- People who do not fall for lavish restaurants are bad people, so it is worth staying away from them.
- We can compel individuals to like us. Money or gifts can easily draw others towards us, while our personality and likeable traits have little impact.
- It is not necessary to develop likeable traits. Instead, it is preferable to pretend to be good superficially if one has a lot of money.
- It is better to buy friends with money because it takes a lot of time for one to develop good characteristics and likeable traits.
- Avishek's friends are bad people who are with him only for the money and not for the actual friendship.

13) Read the passage and choose the most appropriate observation:

1 point

During a social gathering, Madhav's consistently rude behaviour becomes a source of irritation for both Aisha and Amruta. His dismissive attitude and condescending remarks create an uncomfortable atmosphere, hindering genuine conversation. Despite their shared annoyance, Aisha and Amruta navigate the situation with polite restraint, but Madhav's rude behaviour leaves a lasting impression on everyone, and they never invite Madhav to social gatherings again.

- Madhav's manners are very attractive, and we all should try to imitate him as it will help us gain more followers on social media.
- Madhav is an exceptionally polite person, typically admired by everyone. In social gatherings, any display of dislikeable traits will contribute to an individual's positive reputation.
- Madhav is a rude individual who is usually disliked by all. In social gatherings, any exhibition of dislikeable traits will give an individual a bad reputation, and hence, it is important to learn attractive traits as part of enhancing Soft Skills and Personality.
- Madhav is known for his charming and pleasant mannerisms, earning him widespread admiration. Because of this, everyone wants him at the party and is very comfortable interacting with him.
- There is nothing wrong with Madhav's behaviour, but the fault is with the people who are trying to brand him as an irritating fellow.
- Madhav is being framed by others because he is very funny and attractive, while others are jealous that he will get all the attention.



14) What is Socrates' "Three Filter Test"?

1 point

- It is a test to know whether one's negative attitude is helping a person grow.
- It is a test to understand climate change and how one can reduce the impacts of global warming.
- It is a test to determine whether students are copying from the internet.
- It is a test that tries to tell the truth about one's friendship.
- It is a test that reveals one's quality of life by assessing one's everyday habits.
- It is a test to avoid gossiping. When someone tries to gossip, look at whether the information comes from a first-hand learning/experience, whether it is good information, and if it is useful to someone.

15) Read the passage and choose the most appropriate observation:

1 point

Arya's truthful and sincere approach contributes to his widespread popularity among friends and neighbours. His transparent communication establishes an environment of trust, fostering robust and meaningful connections. Whether in personal or professional spheres, Arya's integrity remains evident, gaining admiration and affection from those in his social circle.

- People who are frank and open will be liked by others as they provide assurance and create a feeling of safety. Since Arya is a person of such nature, he has been seen as a reassuring person with whom one can share any sensitive news and seek guidance.
- Arya is just pretending to be a good guy to know others' secrets. Once they confide in him, he will use their secrets to blackmail them emotionally.
- People try to confide in calm and polite people because they are very innocent and will never reveal their secrets to others. Everyone considers Arya to be an innocent and naïve person, and that is why they find him reassuring.
- Having integrity will attract people, but unfortunately, Arya cannot say 'no' to others. Because of this, there will be a lot of time leakage in his life, reducing his efficiency.
- Arya is just being nice for his professional benefits. Good behaviour will help him get promotions, and once he becomes the manager, he will fire everyone who consumes his time.
- Being transparent and open makes Arya a vulnerable person. People only talk to him with fake information because they are afraid he might gossip about others if he knows true details about people.

16) From the list of quotes below, identify the one that wrongly states the perception of Time Management.

1 point

- "Time management is life management."
- "Time is more valuable than money. You can get more money, but you cannot get more time."
- "I am always late on principle, my principle being that punctuality is the thief of time."
- "Those who make the best use of their time enjoy the most leisure."
- "The way we spend our time defines who we are."
- "Time is a currency you can only spend once, so be careful how you invest it."



17) According to psychologists, it is important to wear clean, neat, and polished footwear because _____ **1 point**

- it will make you feel like you are a rich person.
- feet are usually dirty, and people do not want to look at them.
- people with dirty legs are selfish.
- the way your feet look determines your wealth.
- cleanliness of feet indicates your intelligence.
- people notice the feet of others first.

18) Read the passage and choose the most appropriate observation: **1 point**

With meticulous attention to detail, Aarav crafted a unique and distinctive personality that extended beyond conventional norms. His dressing style, a fusion of classic and modern, told a lot about his individuality. Aarav's manner of speech, typified by elegance and sincerity, further contributed to his distinctive character. Through a blend of charisma and authenticity, he effortlessly navigated social situations, leaving a lasting impression on those around him.

- Aarav has created a unique signature personality that represents his individuality. Such uniqueness is important for everyone to leave a lasting impression on people as it says that we are authentic beings and not succumbing to the 'trend' of society.
- Aarav conforms to societal standards by pursuing the same career path as his peers, adhering to the expectations set by society.
- Aarav has been a great failure because of his attempts to be unique. He should have followed what others have been doing instead of trying to be authentic.
- Aarav, in an effort to fit in, adopts the same interests and hobbies as his social circle, sacrificing his individuality to align with societal expectations.
- Aarav's charisma and uniqueness are only a replication of his father because everyone's character is decided by genetics and cannot be changed.
- Aarav, in his quest for societal acceptance, adopts the same lifestyle choices and preferences as his peers, avoiding any divergence from the collective norm.

19) From the list of quotes below, identify the one that contradicts the notion of being yourself. **1 point**

- "Do not be a copy when you were born to be an original."
- "Your individuality is your greatest asset. Embrace it, cherish it, and never trade it for conformity."
- "In a world where you can be anything, be yourself."
- "To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment."
- "The human is indissolubly linked with imitation; a human being only becomes human at all by imitating other human beings."
- "Your originality is your superpower; do not dull it down for anyone."



20) Identify the most appropriate statement about mindfulness.

1 point

- Mindfulness is reading other people's minds and predicting the future.
- Mindfulness involves chanting mystical mantras to unlock hidden powers within your brain.
- To master mindfulness, you must completely empty your mind of all thoughts and emotions, becoming an emotionless robot.
- Being fully attentive and living in the present moment without feeling anxious about an unknown future or getting bogged down by a depressive past.
- Mindfulness allows you to communicate with animals and understand their thoughts and feelings.
- Mindfulness is a magical practice that allows you to levitate and float above the ground.

21) Learning Soft Skills is a part of knowing how to deal with people. Thus, it is difficult to establish meaningful and sustained connections with people without Soft Skills. **1 point**

- True
- False

22) Leaving parents at an old age home without caring for them in person is a very respectable and likeable trait. **1 point**

- True
- False

23) Attractable traits are not only about Soft Skills and personality but also about caring for personal hygiene. **1 point**

- True
- False

24) While people usually think that having good looks and dressing up nicely makes one attractive, having a positive attitude and optimistic outlook is equally important. **1 point**

- True
- False

25) 'Pay it forward' means returning the help to someone else instead of the person who helped you. **1 point**

- True
- False

You may submit any number of times before the due date. The final submission will be considered for grading.

Submit Answers



