Dear Sir,

Below are listed twelve different abilities which generally contribute to success in occupations requiring social ability (ability to deal with people, ability to maintain good social relations). You are requested to rank these abilities according to their importance for success in the type of occupations mentioned above. The ability which contributes the most to success in such occupations according to you may be given the first rank and those contributing the least may be given the last rank.

Serial No. Abilities Rank
1. Ability to make a sympathetic approach. ( )
2. Ability to take a proper decision in problem situations. ( )
3. Ability to understand other people's point of view. ( )
4. Ability to keep cheerful and cultivate a sense of humour. ( )
5. Ability to understand other person's mental reactions. ( )
6. Ability to understand feelings of other people. ( )
7. Ability to read facial expressions. ( )
8. Ability of conversation. ( )
9. Ability to observe human behaviour. ( )
10. Ability to adjust. ( )
11. Knowledge of good manners, etiquette etc. ( )
12. Ability to remember names and faces. ( )

Yours faithfully,