Appendices
Dear Friends,

I am conducting the questionnaire to elicit your views and comments for my Research work. It will be kept confidential.

I SOCIO-ECONOMIC CONDITIONS OF THE RESPONDENTS:

a) Name
b) Age
c) Sex
d) Caste
e) Religion
f) Place of birth
g) Urban or Rural
h) Present address with email id
i) Marital status
j) Educational qualification
k) Occupation
l) Annual income
m) Languages known
Given below is list of 10 statements. Please read each item carefully and answer with either a true or false.

1. Body language is the least significant component in communication process.
   Answer:

2. Feelings and emotions can act as a barrier in communication.
   Answer:

   Answer:

4. In communication process it is always the responsibility of the person who is sending the message to ensure that it is understood.
   Answer:

5. Women should always wear a sari for a job interview.
   Answer:

6. Teams are always beneficial.
   Answer:

7. While answering a call it is important for the receiver to identify him/herself.
   Answer:

8. Assertiveness is the ability to put people down.
   Answer:

9. It is important to profile your audience before making a presentation to them.
   Answer:

10. Decisions taken individually differ from decisions taken in a group.
    State- Yes or No. If yes, explain in brief

11. Do you think the learning environment is changing?
12. If yes, what are the three changes you have observe which make today's learning environment different?

13. Do you know anything about soft skills?

14. What are soft skills and hard skills?

15. What are the importance and impact of soft skills?

16. Are soft skills in any way related to practical education?

17. Are soft skills important in engineering and management institutions?

FOR FACULTY:

18. What problems do you face while imparting soft skills to students?

19. Do you require any special training in soft skills?

20. What strategy you adopt in teaching soft skills to students?

21. Do you apply any creative tools and techniques while teaching soft skills?

22. Rate on a scale of 1 to 5 the following soft skills, which your students should possess to become successful professionals:

Opinion: 1) Not required 2) Low 3) High 5) Very High

I. Interpersonal skills __________________

II. Team spirit __________________

III. Social Grace __________________

IV. Business grace __________________

V. Negotiation skills __________________

VI. Behavioral trails such as attitude __________________

VII. Motivation and time management __________________

23. Describe the role of a teacher in today's learning environment?
24. List the personal and professional skills required to teach/train effectively?

25. If you had an opportunity to enhance any of these skills which ones would you choose?

26. Describe the enhancements in not more than 10 words, which you would like to see in the identified skill/ability areas?

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