**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**

 **(Department Library & Information Sciences)**

**WARNING**

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE’S OWN WILL BE PENALIZED AS DEFINED IN “AIOU PLAGIARISM POLICY”.**

**Course: Soft Kills (Personality Development) 9201 Semester: Spring, 2025**

**Level: BS-LIS**

## **Please read the following instructions for writing your assignments. (AD, BS, B. Ed, MA/MSc, MEd) (ODL Mode).**

1. All questions are compulsory and carry equal marks but within a question the marks are distributed according to its requirements.

2. Read the question carefully and then answer it according to the requirements of the questions.

3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.

4. Handwritten scanned assignments are not acceptable.

5. Upload your typed (in Word or PDF format) assignments on or before the due date.

6. Your own analysis and synthesis will be appreciated.

7. Late assignments can’t be uploaded at LMS.

8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their handwritten assignments (in PDF format) on University LMS. The size of the file should not exceed 5MB.

**Note 1:** Use your own words while working on your assignment. In case of quoting any fact or statement from any source, always remember to provide full reference of the source according to “APA 7the ed.

**Note 2:** Students at this level are expected to use multiple sources in solving this assignment. All questions carry equal marks.

**Total Marks: 100 Pass Marks: 50**

##### Assignment No. 1

(Units: 1-5)

Q1. Define soft skills. How are these skills helpful to solve problems at the workplace? Discuss with example. (20)

Q2. Define leadership. Discuss at least two theories with examples keeping in view the Pakistani context. (20)

Q3. Define personality and explain its different attributes. Does personality matter in service-oriented jobs? Discuss with examples. (20)

Q4. What is time management? What skills are needed to manage time? Explain with examples. (20)

Q5. Write notes on each of the following: (20)

i. Creativity

ii. Interpersonal relationship skills

iii. Characteristics of effective communication

iv. Harmful behavior in team building

v. Styles of leadership

**Total Marks: 100 Pass Marks: 50**

##### Assignment No. 2

(Units: 6-9)

Q1. Define core thinking skills. Discuss different types of thinking skills with examples. (20)

Q2. Define and explain employment communication. Why should university students learn employment communication? What are the key barriers to learning employment communication? Discuss with examples. (20)

Q3. Define and explain presentation skills. Why are these skills important for information professionals? Discuss with examples. (20)

Q4. Define workplace etiquette. How can these help us to develop professionalism in ourselves? (20)

Q5. Write notes on each of the following: (20)

1. Problem- solving skills
2. Types of decision making