QP CODE: 21102190

21102190

Reg No : .....

Name : .....

B.Voc Degree Examinations, AUGUST 2021

Fourth Semester

BOCG401 - SOFT SKILLS AND PERSONALITY DEVELOPMENT

Common for B.Voc Agriculture Technology, B.Voc Agro - Food Processing, B.Voc Applied Accounting and Taxation, B.Voc Banking and Financial Services, B.Voc Business Accounting and Taxation, B.Voc DTP and Printing Technology, B.Voc Fashion Design and Management, B.Voc Fashion Technology and Merchandising, B.Voc Food Technology and Analysis, B.Voc Industrial Instrumentation and Automation, B.Voc Software Development and System Administration & B.Voc Sound Engineering

2018 Admission Only

28D2BBFD

Time: 3 Hours Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. Why is knowing onself important?
2. Point out the symptoms of stress.
3. What do you mean by social skills?
4. What is proxemics?
5. Expand SMART.
6. What do you mean by etiquette?
7. Briefly explain the essentials of Business etiquette.
8. What is mock group discussion?
9. State any four factors influencing public speaking.
10. What do you mean by storming?
11. What is business correspondence?
12. What is technical writing?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. Explain different types of self confidence.
14. Explain the benefits of Time management.
15. Explain various interpersonal skill.
16. Explain the fundamental levels of personal grooming.
17. What are the features of Effective Business Etiquettes?
18. Explain the importance of Role play.
19. Explain the characteristics of Group discussion.
20. Explain the layout of Technical Report writing.
21. Explain 7C's of communication.

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. What is self confidence? Explain the ways to improve confidence.
23. 'Social skills, also known as interpersonal '. Comment.
24. What is Role play? Explain the importance of Role play.
25. What are business letters? Explain the parts of business letter.

(2×15=30)