QP CODE: 24021638

24021638

Reg No : .....

Name : .....

B.VOC DEGREE REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS, MAY 2024

Fourth Semester

B.Voc Accounting and Taxation

BOCG401 - SOFT SKILLS AND PERSONALITY DEVELOPMENT

Common for B.Voc Accounting and Taxation, B.Voc Advanced Course in Multisports and Training, B.Voc Agriculture Technology, B.Voc Agro Food Processing, B.Voc Animation and Graphic Design, B.Voc Applied Accounting and Taxation, B.Voc Banking and Financial Services, B.Voc Business Accounting and Taxation, B.Voc Industrial Instrumentation and Automation, B.Voc Logistics Management, B.Voc DTP and Printing Technology, B.Voc Fashion Design and Management, B.Voc Fashion Technology, B.Voc Fashion Technology and Merchandising, B.Voc Food Technology and Analysis, B.Voc Software Development and System Administration, B.Voc Sound Engineering, B.Voc Sports Nutrition and Physiotherapy, B.Voc Tourism Administration and Hospitality, B.Voc Tourism and Hospitality, B.Voc Tourism and Hospitality Management & B.Voc Culinary Arts and Hospitality Management

2018 Admission Onwards

E0BAAD4A

Time: 3 Hours Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. Why is knowing onself important?
2. What is over confidence?
3. What do you mean by social skills?
4. What do you mean by non verbal communication?
5. Explain SMART .
6. What is non verbal communication?
7. What do you mean by Nettiquette?
8. Define Group Discussion.
9. Explain the role of communication skill in group discussion.

10. Define Teamwork.

11. What are enclosures?

12. What are job oriented skills?

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. Explain the causes of stress.

14. How to overcome stress?

15. Explain the qualities of social skills.

16. Explain the fundamental levels of personal grooming.

17. Explain the benefits of professional networking.

18. What do you mean by Role play?

19. Explain the types of organizational GD.

20. Describe Organization skill.

21. What is technical writing?

(6×5=30)

Part C

*Answer any **two** questions.*

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

22. What is Time Management? Explain Time Management Techniques.

23. Explain the role of nonverbal communication in Social skill.

24. What do you mean by Ettiquette?Explain the essentials of Business etiquette.

25. What are professional Etiquette? Explain the fundamentals of professional ettiquette .

(2×15=30)