QP CODE: 22103864

22103864

Reg No : .....

Name : .....

B.VOC DEGREE REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS, NOVEMBER 2022

Fourth Semester

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)

2018 Admission Onwards

ACB59B9D

Time: 3 Hours Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. What do you mean by time management?
2. State the physical symptoms of stress.
3. What are social skills?
4. What is proxemics?
5. What is problem solving?
6. Point out the levels of personal frooming.
7. What do you mean by Nettiquette?
8. What do you mean by Nominal group technique?
9. Briefly explain the factors of influencing public speaking.
10. Why do we use technical reports?
11. What is storming?

12. State the stages of Team Development.

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. What are the elements of knowing oneself?
14. Explain optimal confidence.
15. Explain 7C's of communication.
16. Describe the importance of professional nettiquette.
17. What are the features of Effective Business Etiquettes?
18. Discuss the role of Communication in Etiquette.
19. Explain the role of communication skill in group discussion.
20. Describe Organization skill.
21. Explain parts of business letters.

(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. What are social skills? Explain Characteristics of Social Skills
24. What are etiquettes? Explain the essentials of different types of ettiquette.
25. Define Teamwork. Explain the stages of team development.

(2×15=30)