QP CODE: 21102693

21102693

Reg No : .....

Name : .....

B.VOC DEGREE EXAMINATIONS, OCTOBER 2021

Fourth Semester

BOCG401 - SOFT SKILLS AND PERSONALITY DEVELOPMENT

Common for 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 and Hospitality & B.Voc Tourism and Hospitality Management

2019 Admission Onwards

CF1476BE

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. Why social skills are important?
4. What do you mean by PROXEMICS.
5. Social skills, also known as interpersonal skill. Comment.
6. State the different platform of professional networking.
7. What is email etiquette?
8. What is mock group discussion?
9. State any four factors influencing public speaking.
10. What do you mean by organizing skills?
11. What are enclosures?
12. State the stages of Team Development.

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. Explain the ways to improve confidence.
14. Explain the benefits of time management.
15. Explain the process of problem solving.
16. Explain the essentials of Telephone etiquette.
17. Explain the importance of Role play.
18. Discuss the role of Communication in Etiquette.
19. Discuss the objectives of group discussion.
20. Explain the purpose of technical reports.
21. Explain the need of technical writing.

(6×5=30)

Part C

*Answer any **two** questions.*

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

22. What is Self confidence? Explain different types of self confidence.
23. What are social skills? Explain Characteristics of Social Skills
24. What do you nean by personal grooming? Explain the fundamental levels of personal grooming.
25. Define Teamwork. Explain the stages of team development.

(2×15=30)