25024185

QP CODE: 25024185

Reg No : .....

Name : .....

B.VOC DEGREE REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS, FEBRUARY 2025

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 & B.Voc Culinary Arts and Hospitality Management

2018 Admission Onwards

FE1B0507

Time: 3 Hours Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. What do you mean by self confidence?
2. Define Stress management.
3. Explain the characteristics of Social Skills.
4. What do you mean by KINESICS?
5. Social skills, also known as interpersonal skill. Comment.
6. Briefly explain the essentials of Business etiquette.
7. What is nettiquette?
8. State any four objectives of group discussion.
9. What is brain storming GD?
10. Define Teamwork.

11. What do you mean by complimentary clause?

12. What are technical reports?

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. Explain the ways to improve confidence.

14. What are the elements of Time Management?

15. What are social skills?

16. Explain the importance of Personal Grooming.

17. Explain the steps in Roleplay.

18. State the different platform of professional networking.

19. Explain the types of organizational GD.

20. Describe Organization skill.

21. Explain the layout of Technical Report writing.

(6×5=30)

Part C

*Answer any **two** questions.*

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

22. What are the elements of knowing oneself?

23. Explain SMART goals for developing our problem solving skill .

24. What do you mean by Ettiquette? Explain the essential of Email etiquette.

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

(2×15=30)