23123345

QP CODE: 23123345

Reg No : .....

Name : .....

B.VOC DEGREE REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS, MAY 2023

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

C93BC57A

Time: 3 Hours Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. What are the elements of Time Management?
2. Define Stress management.
3. What is proxemics?
4. What are Interpersonal Skills?
5. Explain SMART.
6. What are telephone etiquette?
7. Explain the importance of personal grooming.
8. Active listening is an important element in GD. Explain.
9. How to prepare a public speech?

10. What is business correspondence?

11. What are job oriented skills?

12. What is Forming?

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. Point out the importance of knowing oneself.

14. Explain Low confidence.

15. What is Conflict resolution?

16. Explain the importance of personal grooming in business world.

17. Explain the essential of Email etiquette.

18. What are the features of Effective Business Etiquettes?

19. Success of GD depends on leadership potential. Comment.

20. Explain the stages of Team Development.

21. Technical writing is different from other types of written communication. Comment.

(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. Explain the role of body language in developing social skill.

24. What are etiquettes? Explain the essentials of different types of ettiquette.

25. Explain the different types of organisational skills.

(2×15=30)