

B.C.A. - I (NEP Pattern) Semester-I  
**SEC101 / AEC Paper-IV - General English - Soft Skills**

P. Pages : 2

Time : Two Hours



**GUG/W/24/16190**

Max. Marks : 40

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- Notes :
1. All questions are compulsory and carry equal marks.
  2. Draw neat labelled diagram wherever necessary.
  3. Avoid vague answers and write answer relevant and specific to questions.

**Either:**

1. a) Explain the following SWOC 4
  - i) Strengths
  - ii) Opportunities
- b) Describe the characteristics of Enthusiastic persons. 4

**OR**

- c) Write a note on Etiquette. 4
- d) How one person can have ways to be positive in life. 4

**Either:**

2. a) Explain the different types of attitudes in detail. 4
- b) Describe the need for personality Grooming in life. 4

**OR**

- c) Explain the importance of proper Dressing in life. 4
- d) Explain the components of Attitude in detail. 4

**Either:**

3. a) Explain the importance to set your goals in life. 4
- b) Describe a SMART goals and example of personal Goal. 4

**OR**

- c) Explain the importance of planning with time management. 4
- d) Write a short note on Master plan and its benefits. 4

**Either:**

- |           |    |   |          |
|-----------|----|---|----------|
| <b>4.</b> | a) | Explain the feature of communication in detail. | <b>4</b> |
|           | b) | Write a short note on types of communication.   | <b>4</b> |

**OR**

- |           |    |   |          |
|-----------|----|---|----------|
|           | c) | Describe a characteristics of Good speaker.                   | <b>4</b> |
|           | d) | Define Leadership and explain a good leadership in team work. | <b>4</b> |
| <b>5.</b> |    | Attempt all the questions below.                              |          |
|           | a) | Explain the importance of Enthusiasm in brief.                | <b>2</b> |
|           | b) | Describe the ways to Introduce yourself.                      | <b>2</b> |
|           | c) | Explain the ways to dialogues poor time management.           | <b>2</b> |
|           | d) | What are the benefits of Teamwork.                            | <b>2</b> |

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