

B.C.A. - II (CBCS Pattern) Semester-III
UBCAT306 - Paper-VI : Soft Skills

P. Pages : 2

Time : Three Hours



GUG/W/24/11762

Max. Marks : 40

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

Either:

1. a) Define SWOC. Explain the importance of SWOC. 4
- b) What are the different traits of an enthusiastic person? 4

OR

- c) How will you discover yourself? List the benefits of knowing yourself. 4
- d) What do you mean by Etiquettes? And explain the different types of Etiquettes. 4

Either:

2. a) Define attitude. Explain different types of attitude in brief. 4
- b) List the different functions of Attitude and explain them. 4

OR

- c) Justify the statement “It is your attitude at the beginning of a task that determines success or failure”. 4
- d) Define implicit and explicit attitude with suitable examples. 4

Either:

3. a) Explain the essential elements of time management in brief. 4
- b) Explain the ways to Diagnose Poor Time Management. 4

OR

- c) What are the various time management techniques? Explain. 4
- d) List the various tips for effective time management related to students. 4

Either:

- | | | | |
|-----------|----|---|----------|
| 4. | a) | Explain the qualities of a good leader. | 4 |
| | b) | Explain the following- | 4 |
| | a) | Autocratic style. | |
| | b) | Participative style. | |

OR

- | | | | |
|-----------|----|--|----------|
| | c) | Write a short note on Extempore. | 4 |
| | d) | Explain the importance of public speaking. | 4 |
| 5. | | Solve all the questions. | |
| | a) | Write a short note on Good Manners. | 2 |
| | b) | Explain the importance of setting Goals. | 2 |
| | c) | Write a note on Weekly Planer. | 2 |
| | d) | Write a note on conflict resolution. | 2 |
