

M.C.A.- I (Two Years Programme) (New CBCS Pattern) Semester - I
PSMCAT102 - Paper-II : Soft Skills and Personality Development

P. Pages : 1

Time : Three Hours



GUG/S/23/13636

Max. Marks : 80

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

Either:

1. a) Explain the Role of Communication in Business. **8**
b) What is Purpose of Communication in business. **8**

OR

- c) Explain the Guidelines for a Business Article. **8**
d) What is Writing Plan and Writing Process? **8**

Either:

2. a) Explain First Impression and Posture. **8**
b) Explain the Movement and Body Positions. **8**

OR

- c) What is Academic Self Concept. **8**
d) Explain three steps of improved self Esteem. **8**

Either:

3. a) Explain the Self-Esteem and Depression. **8**
b) How will you Changing Negative Thoughts to Positive? **8**

OR

- c) How do you develop Personal Planning? **8**
d) Explain Strengths and Weaknesses. **8**

Either:

4. a) What is Time Management? **8**
b) What is Work or Office Etiquette? **8**

OR

- c) What is Explicit and implicit? Explain in detail. **8**
d) Why Time Management is Important. **8**

5. Attempt all the questions.
a) What is vowel sound explain? **4**
b) Write is positive Self Talk. **4**
c) Explain Opportunities. **4**
d) Explain Conflict Resolution. **4**
