

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
