

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

P. Pages : 1

Time : Three Hours



GUG/W/22/13636

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) What are the Guidelines for a Business Article? Explain. 8
- b) What do you mean by Communication? Explain the role of Communication in Business. 8

OR

- c) Write the introduction to Sound System of English. 8
- d) Write the Introduction to the Article and explain the Things to avoid. 8

Either:

2. a) Write the importance of First Impression, Posture in non-verbal Communication. 8
- b) What do you mean by A Positive Self Talk? Explain in detail. 8

OR

- c) Write the meaning of Self-Esteem and describe the Poor vs. Healthy Self Esteem. 8
- d) What do you mean by non-verbal communication? Explain Distance and Eye Contact regarding this. 8

Either:

3. a) Write the detailed introduction about the Building Self Confidence. 8
- b) How to be Optimism over Pessimism? Explain in detail. 8

OR

- c) What do you mean by SWOT analysis? Explain in detail. 8
- d) Describe Motivation and explain how to be a Positive Person? 8

Either:

4. a) Write an explanation on: 8
 - i) Good Manners
 - ii) Speaking Politely
- b) What do you mean by PUBLIC SPEAKING? Write the Importance of Listening and Responding. 8

OR

- c) Describe the Teamwork in detail and also write the Keys to Successful Teamwork. 8
- d) Define Conflict and explain about the Conflict Resolution. 8

5. Attempt all the questions.
 - a) Explain the Purpose of Communication in detail. 4
 - b) Write a short note on Movement and Body Positions-Kinesics. 4
 - c) List the Difference between Enthusiasm and Effort. 4
 - d) Give the Reasons Why Time Management is Important. 4
