

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

P. Pages : 1

Time : Three Hours



GUG/W/22/11762

Max. Marks :40

- 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) List the characteristics of Enthusiastic person 4
b) Explain the SWOC concept using suitable example. 4

OR

- c) Write a difference between efforts and enthusiasm. 4
d) Explain different types of Etiquettes. 4

Either:

2. a) List Eight Positive Attitudes described by TIENS to achieve success. 4
b) Write a need for Personal Development Plan. 4

OR

- c) What do you mean by Goal Setting? 4
d) List the characteristics of Attitude. 4

Either:

3. a) What is the importance of values in our day-to-day activities? 4
b) What do you mean by Planner? Write it's important. 4

OR

- c) What is a To-Do list? Why to use a To-Do list? 4
d) What are the different types of motivation? 4

Either:

4. a) What is Public Speaking? Write the importance of public speaking 4
b) Elaborate on the benefits of teamwork in the workplace. 4

OR

- c) Define implicit attitudes with suitable example. 4
d) What are the qualities of a good leader? 4

5. Attempt all the Questions

- a) What are the factors that influence Etiquette? 2
b) Write a note on Optimism. 2
c) Elaborate "Time is Money". 2
d) Give Importance of Listening and Responding. 2
