

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

P. Pages : 2

Time : Three Hours



GUG/S/25/11762

Max. Marks : 40

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

Either:

1. a) Explain the characteristic of Enthusiastic person. 4
- b) Explain the concept of SWOC. 4

OR

- c) What do you mean by etiquettes? Explain the need of etiquettes. 4
- d) How will you introduce yourself with Grace? 4

Either:

2. a) List Eight Positive Attitude described by TIENS to achieve success. 4
- b) Give the importance of having personal Development plan. 4

OR

- c) What are SMART Coals? Explain with example. 4
- d) Write a note on optimism. 4

Either:

3. a) Enlist the tips for effective Time Management for students. 4
- b) Write a note on: 4
 - i) Daily Planner
 - ii) Weakly Planner.

OR

- c) Explain the Importance of To-Do list. 4
- d) Describe the essential elements of Time Management. 4

Either:

4. a) List the characteristics of good speaker. 4
- b) Explain the Keys to successful Teamwork. 4

OR

- c) Give the 5 steps for Better Listening. 4
- d) Define leadership. Explain any two types of leadership. 4
5. Solve all the questions.
- a) List the benefits of knowing yourself. 2
- b) Give any four attributes of a person with positive attitude. 2
- c) Write a note on master plan. 2
- d) What do you mean by the 'Value of Time'? 2
