

B.C.A.- I (NEP) Semester-I  
**AEC101 - Paper-IV - General English - Soft Skills**

P. Pages : 2

Time : Two Hours



**GUG/S/25/16190**

Max. Marks : 40

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

**Either:**

1. a) What is USP? Write its importance in present times. 4
- b) List different types of Etiquettes. 4

**OR**

- c) How to become a positive person? 4
- d) Explain the process of SWOC analysis. 4

**Either:**

2. a) List Eight Positive Attitude described by TIENS to achieve success. 4
- b) How to introduce yourself with grace to an individuals. 4

**OR**

- c) Write a need for Personal Body Grooming. 4
- d) Define Attitude. Explain any two types of attitude. 4

**Either:**

3. a) What do you mean by Goal Setting? Give the reasons for Goal setting failures. 4
- b) What is Personal Development Plan? How to make plane workable? 4

**OR**

- c) List the tips for effective time management. 4
- d) Write a note on: 4
  - i) Daily Planner
  - ii) Weekly Planner

**Either:**

- |           |    |   |          |
|-----------|----|---|----------|
| <b>4.</b> | a) | Define Communication. List the features of Communication. | <b>4</b> |
|           | b) | Write the importance of public speaking.                  | <b>4</b> |

**OR**

- |           |    |   |          |
|-----------|----|---|----------|
|           | c) | What are the qualities of a good leader?                | <b>4</b> |
|           | d) | Elaborate on the benefits of teamwork in the workplace. | <b>4</b> |
| <b>5.</b> |    | Attempt all the questions below.                        |          |
|           | a) | What do you mean by values?                             | <b>2</b> |
|           | b) | How to greet people politely?                           | <b>2</b> |
|           | c) | List various time management tips related to students.  | <b>2</b> |
|           | d) | Write a note on non-verbal communication.               | <b>2</b> |

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