

B.C.C.A.- III CBCS Pattern Semester-V
UBCCAT505.2 - Elective-II - Paper-V : Soft Skills

P. Pages : 1

Time : Three Hours



GUG/W/23/13044

Max. Marks : 40

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

Either:

1. a) What is SWOC? What is right technique to do SWOC analysis. 4
- b) List the point that helps you to inspire for SWOC analysis. 4

OR

- c) What do you mean by Enthusiasm list the characteristics of Enthusiastic person. 4
- d) List the factors that will help you to become positive person. 4

Either:

2. a) What are the techniques suggested by tiens to achieve success. 4
- b) Explain the component of Attitude. 4

OR

- c) Why it is important that Boss should have a positive attitude? & List the Qualities that Boss should possess. 4
- d) Define implicit & Explicit attitude with example. 4

Either:

3. a) What do you mean by the term prioritizing work list the benefits. 4
- b) Write various tips for an effective To Do List. 4

OR

- c) What do you mean by planner write a note on daily planner. 4
- d) When to choose a weekly planner. 4

Either:

4. a) What do you mean by Leadership? What are the qualities of Good leader. 4
- b) Explain Autocratic Style, participative style & situational style of leadership. 4

OR

- c) What is public speaking. List the characteristics of a Good speaker. 4
- d) What do you mean by teamwork. List the keys to successful team work. 4

5. Solve all the questions.
- a) What are the positive and Negative Etiquettes. 2
- b) The Importance of Proper dressing. 2
- c) Elaborate Ex-tempore. 2
- d) Steps for effective listening. 2
