

B.Sc.- II (Information Technology) CBCS Pattern Semester-IV
006 - Paper-VI - Soft Skills

P. Pages : 2

Time : Three Hours



GUG/W/23/11974

Max. Marks : 40

- Notes :
1. All questions are compulsory and carry equal marks.
 2. Draw a neat and labelled diagram.
 3. Avoid vague answers.

Either:

1. a) What is SWOC? Explain with example. **4**
b) Give the difference between enthusiasm and efforts. **4**

OR

- c) What is master plan? List the benefits of having a master plan. **4**
d) What are the positive effects of clothing and grooming? **4**

Either:

2. a) Explain types of attitudes. **4**
b) Write a note on. **4**
i) Pessimism.
ii) Optimism.

OR

- c) What are SMART goals? Explain with example. **4**
d) What is PDP? How to make plan workable? **4**

Either:

3. a) Write the importance of values in the workplace. **4**
b) What do you mean by planner? Explain weekly planner. **4**

OR

- c) Why time management is important in day to day life. **4**
d) Write a note on prioritizing work. **4**

Either:

4. a) List the characteristic of a good speaker. 4
b) Elaborate on the benefits of teamwork in the workplace. 4

OR

- c) What are qualities of good leader? 4
d) Write five steps to better listening. 4
5. Attempt all the questions.
- a) Write a need of etiquette. 2
b) Give TIENS Pak & positive attitude for success. 2
c) Write a note on Exemptox. 2
d) What do you mean by conflict resolution? 2
