

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

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- 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:

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

OR

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|-----------|----|---|----------|
| | 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 |
