

B.C.A.- II CBCS Pattern Semester-III
UBCAT306 - Paper-VI : Soft Skills

P. Pages : 2

Time : Three Hours



GUG/W/23/11762

Max. Marks : 40

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

Either:

1. a) List the points which helps us to become a polite person. 4
- b) Write down different ways to greet the people. 4

OR

- c) Explain SWOC analysis with example. 4
- d) Write a difference between efforts and enthusiasm. 4

Either:

2. a) What do you mean by positive BOSS attitude? List the qualities that BOSS should possess. 4
- b) List the steps to create an effective personal development plan. 4

OR

- c) Write a note on: 4
 - i) Pessimism
 - ii) Optimism
- d) Write the differences and similarities between attitude and value. 4

Either:

3. a) Why time management is important in day to day life? Explain. 4
- b) Write various tips for an effective To-Do- List. 4

OR

- c) List some important ways of self-motivation. 4
- d) What do you mean by the term prioritizing work? 4

Either:

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|-----------|----|---|----------|
| 4. | a) | Define public speaking. Give the importance of public speaking. | 4 |
| | b) | What are the qualities of Good Leader. | 4 |

OR

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|-----------|----|---|----------|
| | c) | Elaborate on the benefits of teamwork in the workplace. | 4 |
| | d) | List the importance of effective listening. | 4 |
| 5. | | Solve all the questions. | |
| | a) | List the different types of Etiquette. | 2 |
| | b) | Give different tips for setting Goals. | 2 |
| | c) | What is Extempore? | 2 |
| | d) | Explain participative style of leadership. | 2 |
