

SM – 726

IV Semester B.Voc. (Information Technology) Degree
Examination, May/June 2018

(CBCS) (Fresh) (2017-18 and Onwards)

Paper – 402 : SOFT SKILLS AND PERSONALITY DEVELOPMENT

Time : 3 Hours

Max. Marks : 70

Instruction : Answer all Sections.

SECTION – A

Answer **any ten** of the following :

(10×2=20)

1. What are the basic steps in the process of career planning ?
2. What is public speaking ?
3. What do you mean by etiquettes ? Give examples.
4. How does positive attitude help an individual ?
5. Define attitude.
6. What is self image ?
7. Why is body language important in communication ?
8. What is stress management ?
9. Define leadership.
10. What are the two main attributes of self confidence ?
11. What are the two key skills of self management ?
12. List any four different types of personalities.

P.T.O.



SECTION - B

Answer any five of the following :

(5×10=50)

13. What is group discussion ? Elaborate the personality traits assessed in a group discussion.
 14. Define listening and explain the different techniques of listening.
 15. Explain the different steps to be taken to build self confidence.
 16. Explain the different types of leadership styles.
 17. What are the important points to be kept in mind for effective technical writing ?
 18. Explain the meaning and importance of SWOT analysis.
 19. What are the factors affecting formation of attitude ?
 20. What are the strategies to be adopted to become a good public speaker ?
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