



SE – 434

**Fourth Semester B.Voc. Degree Examination, September 2020
(CBCS Scheme) (2017-18 and Onwards) (Repeaters)
INFORMATION TECHNOLOGY
402 : Soft Skills 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 is public speaking ?
2. Mention ways to overcome socio-psychological barriers.
3. What is technical writing ?
4. What is stress management ?
5. Define etiquette.
6. What is skill development in an individual ?
7. What is the role of career planning for an individual ?
8. Write the important aspects of impressive personality.
9. Define body language.
10. What is verbal communication ?
11. How to develop self-confidence ?
12. List four types of personalities.

SECTION – B

Answer **any five** of the following.

(5×10=50)

13. Explain barriers to communication and an individual's efforts to overcome it.
14. Explain the meaning and importance of SWOT analysis.

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15. Describe steps to prepare for personal interview.
16. What is positive and negative attitude ? What role does attitude play in assessing a person's character ?
17. How important are soft skills and effective communication skill in an individual ? Explain with examples.
18. Define personality. List and explain the steps to effective personality development.
19. How important is motivation ? How does it influence in developing skill and personality ?
20. Draw similarities and differences among self-image, self-esteem and self-confidence.

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