



PG – 393

IV Semester M.C.A. Examination, June 2017
(CBCS)
COMPUTER SCIENCE
MCA – 407 T : Soft Skills and Personality Development

Time : 3 Hours

Max. Marks : 70

Instructions : *Part – A : Answer any five questions. Each question carries 6 marks.*
Part – B : Answer any four questions. Each question carries 10 marks.

PART – A

Answer **any five** questions. **Each** question carries **6** marks. **(5×6=30)**

1. Differentiate between Soft Skill and Hard Skill. Explain different methods to enhance Soft Skills.
2. What do you mean by attitude ? Explain ABC model of attitude.
3. Discuss about the tools you use to keep yourself organized.
4. Discuss listening and responding. What are the four stages of listening process ?
5. 'The key to effective and efficient use of time is rehearsal'. Justify.
6. What are the features of non-verbal communication ?
7. What are the principles of assessment ? Differentiate between formative and summative assessment.
8. What do you understand by the term personality ? What are the qualities of a team leader ?

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PART - B

Answer **any four** questions. **Each** question carries **10** marks. **(4×10=40)**

9. a) Discuss the role of etiquette and manners in Professional work front. **5**
b) What are the methods to improve self-image ? **5**
 10. a) How important is personality development in context of today's professional worlds ? **5**
b) How do you define effective speaking in public ? What are the methods for making an oral presentation ? **5**
 11. How do you define goal setting ? What kinds of goals are more likely to make us motivated to achieve them ? Explain. **10**
 12. What is Group Discussion ? How does Group Discussion differs from debate ? What are the major areas of evaluation in Group Discussion ? **10**
 13. a) Write a note on methods of enhancing writing skills. **4**
b) What are the salient features of writing research papers ? **6**
 14. a) How will you deliver a presentation about any project of yours. Discuss your strategies/methods. **5**
b) What are the role of career planning in personality development ? **5**
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PG – 506

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Time : 3 Hours

Max. Marks : 70

Instructions : Part – A : Answer any five questions. Each question carries 6 marks.

Part – B : Answer any four questions. Each question carries 10 marks.

PART – A

Answer any 5 questions. Each question carries 6 marks : (5×6=30)

1. Discuss the role of Etiquette and Manners at the professional work front.
2. Compare and contrast self image and self esteem with suitable examples.
3. Explain Spot Analysis Process during planning stage of an activity of your choice.
4. Discuss the uncovered advantages of good listening and responding while working in a team.
5. Bring out the general frame work of a Resume and precautions needed during Resume building.
6. What is 360 degree feedback and explain its significance.
7. What are the features of a good project proposal ? Explain with an example.
8. What is Management of conflict ? Explain.

PART – B

Answer any 4 questions. Each question carries 10 marks : (4×10=40)

9. a) What is attitude ? Discuss the process of attitude formation. 4
- b) 'You are the chief architect of yourself'. Explain how ? 6

P.T.O.



10. a) What is motivation ? Discuss various levels of motivation. 5
b) Justify the role of Enthusiasm in personal life. 5
11. High light the importance of Time Management at the Domestic front as well as the work front with relevant examples. 10
12. a) Compare and contrast Leader Vs Boss. 4
b) Discuss briefly the following Leadership styles : 6
i) Situational Leadership
ii) Inspirational Leadership
iii) Thought Leadership
iv) Delegate Leadership.
13. a) Discuss the framework of Group Discussion. 5
b) Body Language and its impact on the audience during oral presentation. Explain. 5
14. Write a note on your role model. Justify your stand while describing their profile. 10
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