

Bachelor of Vocation Semester-IV Examination

4 BVC GEC 2

SOFT SKILL DEVELOPMENT-I

Time : Three Hours]

[Maximum Marks : 40

Note :—All questions carry equal marks.

1. (a) Discuss sound system in English. 5
- (b) List out the features of Business communication. 5

OR

2. (a) Explain the importance of non verbal communication. 5
- (b) Define Business communication. 5
3. (a) Explain the techniques of self management. 5
- (b) What is spot analysis? 5

OR

4. (a) Explain the role of master plan in self development. 5
- (b) What is success attitude? 5
5. (a) What is group etiquettes? 5
- (b) Explain the importance of body language. 5

OR

6. (a) Discuss the importance of responding. 5
- (b) Compare oral & written communication. 5
7. (a) Explain the importance of Team Work. 5
- (b) Describe Telephone Etiquettes. 5

OR

8. (a) Describe the role of career planning in Personality Development. 5
- (b) Explain the importance of Time Management. 5

