

Bachelor of Computer Application - II (CBCS) Third Semester CBCS  
**UBCAT306 -Paper-VI : Soft Skill**

P. Pages : 2

Time : Three Hours



**GUG/W/18/11762**

Max. Marks : 40

- 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 answers and write specific answers related to Questions.

**1. Either**

- a) Explain the following: 4
  - i) Challenges
  - ii) Master Plans.
- b) Differentiate between Enthusiasm and Effort. 4

**OR**

- c) What are the different conducive conditions for Enthusiasm. 4
- d) Explain how to properly greet people and speak Politely. 4

**2. Either**

- a) What do you mean by personal planning? Explain it in detail. 4
- b) Explain the following. 4
  - i) Optimism over pessimism
  - ii) Optimism over cynicism

**OR**

- c) Explain following. 4
  - i) Positive thoughts
  - ii) Success Attitude
- d) Explain about TIENS Pak B positive Attitude. 4

**3. Either**

- a) What do you mean by Time Management Explain in detail. 4
- b) Explain the importance of time Management in detail. 4

**OR**

- c) What is To-Do List? Write about weekly planner To-Do List. 4
- d) Why it is important to give priority to a specific work. 4

**4. Either**

- a) What do you mean by Team Dynamics Explain benefits of Teamwork. **4**
- b) Explain following **4**
  - i) Leadership Psychology
  - ii) Conflict Resolution

**OR**

- c) Write 5 steps to be Better Listener and Receiver. **4**
- d) Explain following. **4**
  - i) Understanding
  - ii) Responding

**5. Solve all the questions.**

- a) Write a note on Etiquette. **2**
- b) Write note on Evaluating success. **2**
- c) Discuss in short about prioritizing work. **2**
- d) Write a note on public speaking. **2**

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