



SN – 666

Third Semester B.Com. Examination, November/December 2013
(Semester Scheme) (New Syllabus)
(2013-14 and Onwards)
Paper – 3.2: SOFT SKILLS FOR BUSINESS
(Part – B)

Time : 1½ Hours

Max. Marks : 50

Instruction : Use separate answer booklet. Answer should be only in English.

SECTION – A

1. Answer **any ten** questions. **Each** question carries **2** marks. **(10×2=20)**
- a) What is negative attitude ?
 - b) Give the meaning of positive thinking.
 - c) What do you mean by the term “ Emotion” ?
 - d) Write any four sources of Job information.
 - e) List out the core values of the firm.
 - f) Give the meaning of Goal setting .
 - g) What is “Mission” statement ?
 - h) What is formal communication ?
 - i) Write any four causes of Communication Gap.
 - j) What is interpersonal relationship ?
 - k) Give the meaning of Listening.
 - l) What is career planning ?

P.T.O.



SECTION – B

Answer **any two** of the following. **Each** carries **15** marks.

(2×15=30)

2. Discuss how positive attitude and negative attitude effects organisational growth.
 3. Give the meaning of stress and how to manage stress to be successful in professional and personal life. Discuss.
 4. Explain the concept of career counselling. How do career counsellors help the candidate to achieve success in personal and professional life ?
 5. What is brainstorming ? Explain the process of brainstorming in detail. What are the benefits of brainstorming ?
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