III Semester B.Com. Examination, November/December 2014
(Fresh + Repeaters) (Semester Scheme)
(2013-14 and Onwards)
Commerce
3.2 : Part – B : SOFT SKILLS FOR BUSINESS

Time : 1½ Hours
Max. Marks : 50

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

**SECTION – A**

Answer any ten of the following. Each sub-question carries two marks.

1. a) What is meant by attitude ?
b) What is cross cultural relationship ?
c) What is the meaning of suppressed emotions ?
d) Define stress.
e) What is meant by Tele interview ?
f) What is meant by time thieves ?
g) What is meant by Non verbal Communication ?
h) What is Career Counseling ?
i) What is the meaning of creative thinking ?
j) What is meant by personality ?
k) What is a group discussion ?

**SECTION – B**

Answer any two of the following. Each question carries fifteen marks.

2. Discuss the impact of both positive and negative attitudes on an individuals career.

3. What are the factors to be taken into consideration before, during and after attending a job interview ?

4. Bring out the importance interpersonal relationship in personal and professional life. How do you enhance interpersonal relationship ?

5. Prepare a resume to be submitted for the post of a human resource executive.