

C 82131

Name.....

Reg. No.....

**SECOND SEMESTER M.B.A. DEGREE EXAMINATION, JUNE 2020**

(CUCSS)

MBA

BUS 2C 09—SOFT SKILL DEVELOPMENT

(2016 Admission onwards)

Time : One Hour and a Half

Maximum : 18 Weightage

**Part A**

*Answer the following questions.*

*Each question carries 1 weightage.*

1. What is social awareness ?
2. What is professionalism ?
3. Importance of values and ethics in personality development.
4. What do you mean by personality assessment ?
5. What is time management ?
6. What do you mean by articulation ?

(6 × 1 = 6 weightage)

**Part B**

*Answer any four of the following questions.*

*Each question carries 3 weightage.*

7. What do you mean by relationship management? How and in what way relationship management influences personality development.
8. List out the differences between Spoken and Written forms.
9. You received a job offer letter. What are the queries you will put forward to the management before you join the organisation ?
10. How to prepare for an interview ?
11. Why do you consider presentation skill as an important skill in the contemporary scenario? What are the strategies to make your presentation effective ?
12. What is the role of listening in personality development ? What are the tactics of listening skills ?

(4 × 3 = 12 weightage)