



SN – 590

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. (10×2 = 20)

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. (2×15 = 30)

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.