



QP CODE: 23104616

Reg No :

Name :

**BBM DEGREE (CBCS) REGULAR/IMPROVEMENT/REAPPEARANCE
EXAMINATIONS, FEBRUARY 2023**

First Semester

Bachelor of Business Management

Core Course - BM1CRT02 - SOFT SKILL MANAGEMENT

2017 Admission Onwards

A70A0EAB

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. Define soft skill.
2. What is self awareness?
3. What is communication cycle?
4. List out the different forms of communication.
5. Differentiate between hearing and listening.
6. What is public speaking?
7. What is presentation?
8. List out four objectives of conducting interview.
9. Give any four tips for interviewees preparation.
10. Explain Panel Interview.
11. What is informal meeting?
12. What are e-meetings?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*





13. 'Hard skills and soft skills required for different careers are different'. Enumerate.
14. How can soft skills be helpful in getting a job?
15. Explain the advantages and disadvantages of formal communication.
16. Briefly discuss the importance of learning non verbal communication skills.
17. Bring out in detail the concept of Business Etiquette.
18. What is e-meeting? Bring out its advantages and disadvantages.
19. How to conduct the interview?
20. What are the features of a group discussion?
21. Explain the various techniques to initiate GD.

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Explain briefly the various kinds of soft skills. Suggest some strategies to improve one's soft skills.
23. How to overcome barriers of communication?
24. How to conduct a selection interview? Explain the various techniques employed for it.
25. Briefly explain the various aspects to be noticed in preparing the minutes. Also draft a specimen agenda of a Board Meeting.

(2×15=30)

