

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE –**RAIGAD -402 103****Semester Examination – May - 2019****Course: B. Tech Computer Engineering****Sem: IV****Subject with Subject Code:- Soft Skills and Personality Development (BTCOE406C)****Marks: 60****Date: 24/05/2019****Time: 3 Hrs.****Instructions to the Students**

1. Each question carries 12 marks.
2. Attempt **any five** questions of the following.
3. Illustrate your answers with neat sketches, diagram etc., wherever necessary.
4. If some part or parameter is noticed to be missing, you may appropriately assume it and should mention it clearly

(Marks)**Q.1. Solve any two of the following three sub-questions. (12)**

- a) Explain Feedback and discuss the requirement for effective feedback.
- b) Discuss the main features of good manners and etiquettes.
- c) Define Non-verbal communication and explain its types.

Q.2. Solve any two of the following three sub-questions. (12)

- a) What are the self-management skills?
- b) What is team dynamics? Discuss the strategies for promoting it.
- c) Define self - criticism and explain its importance.

Q.3. a) What are the tips for Effective Time Management? (12)

- b) Explain Discipline and its utility for betterment in life.

Q.4. a) Define Motivation and explain its techniques. (12)

- b) What are the tips on how to develop the ability to think for your own self? (12)

Q.5. Solve any two of the following three sub-questions. (12)

- a) What is Positive Attitude? How to achieve it?
- b) Define Empathy and explain guidelines to develop it.
- c) What is Interpersonal Skills and discuss its various aspects?

Q.6. Solve any two of the following three sub-questions. (12)

- a) Discuss the structure of the content in presentation.
- b) Enumerate the tips to design the effective presentation.
- c) What are the themes for presentation?

The End