



NS – 426

44  
III Semester B.Com. Examination, November/December 2016

(Repeaters)  
(2013-14 and Onwards)  
COMMERCE

3.2 : Part – B : Soft Skills for Business

Time : 1½ Hours

Max. Marks : 50

- Instructions :** 1) **Use separate answer booklet.**  
2) **Answer should be only in English.**

SECTION – A

Answer **any ten** of the following. **Each** carries **two** marks :

(10×2=20)

1. a) What is negative attitude ?
- b) What is an interpersonal relationship ?
- c) Write the meaning of stress management.
- d) What is emotional abuse ?
- e) What is long term goal ?
- f) What is brain storming ?
- g) Give 2 advantages of oral communication.
- h) Mention 4 techniques of time management.
- i) What is horizontal communication ?
- j) What is group discussion ?
- k) What is stress interview ?
- l) What is career planning ?



SECTION – B

Answer **any two** of the following. **Each** question carries **15** marks :

(2×15=30)

2. Define communication. Explain the various forms of communication.
  3. What is an attitude ? Explain the various ways of developing positive attitude.
  4. Draft an office circular to the staff members announcing company bonus for the year.
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