

xv) Explain the Behavioural traits in brief?

No. of Printed Pages : 4

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SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

Q.3 Explain the process of negotiation in detail?

Q.4 Discuss the various theories of leadership in detail?

Q.5 Explain the personality traits that shape the personality?

Q.6 Bring out the Impact of stress on performance and satisfaction?

Q.7 What is Attitudes? Explain the objectives of attitudes in details?

5th Sem. / Finance, Accounts & Auditing

Subject : Soft Skills

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

Q.1 a) What is Basic Etiquettes?

b) Write about the Environment concept of Personality Development?

c) Write any two elements of Communication skills?

d) Write any two principles of Time Management?

e) Describe the Job Satisfaction?

f) Write any two feature of team work?

g) Write about the objectives of leadership?

(40)

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- h) Define personal qualities?
- i) Define Emotional Stability?
- j) What do you mean by agreeableness?
- k) Write about the positive motivation?
- l) Define Interpersonal skills?
- m) Discuss the Importance of team?
- n) Write any three features of leadership?
- o) Write any two major for issuing Negotiation?
- p) What is formal leader?
- q) What is gender differences in the Negotiation?

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2 i) Write about the objectives of Business Etiquettes?

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- ii) Write about the process of Active listening?
- iii) Does the Heredity affects the development of Personality?
- iv) Define Group Stressors?
- v) Discuss the Importance of Leadership?
- vi) Define the components of attitudes?
- vii) What are the various barriers to changing Attitudes?
- viii) Describe the features of Effective teams?
- ix) Discuss the importance of Interpersonal skills?
- x) What do you mean by self Management & Integrity?
- xi) Describe the Importance of Motivation?
- xii) Discuss the guidelines for effective negotiation?
- xiii) What do you mean by cultural diversity and self esteem?
- xiv) Discuss the various types of leaders?

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