

FACULTY OF MANAGEMENT
BBA (Logistics) III - Semester Examination, December 2024
Subject: Life Skill Development
Paper: DSC 303

Time: 3 Hours

Max. Marks: 60

PART - A
(Short Answer Type)

Note: Answer any five questions.

(5 x 4 = 20 Marks)

1. What is Curriculum Vitae?
2. Define Non-verbal communication?
3. List out five types of interviews in detail?
4. Define Time management?
5. What you mean by Brainstorming?
6. What is Behavioral event interview?
7. What are Leadership styles?
8. Define Critical thinking?

PART - B
(Essay Answer Type)

Note: Answer all the questions.

(5 x 8 = 40 Marks)

9. (a) Why are soft skills crucial for recent graduates transitioning from campus to a corporate setting?
(OR)
(b) How can individuals develop their Soft Skills and what strategies can be implemented to enhance them?
10. (a) Write a note on (i) Telephone Etiquette (ii) Social media Etiquette
(iii) Stress Management (iv) Grooming skills
(OR)
(b) What are listening skills? List out the types of listening skills?
11. (a) What is Non-Verbal communication? What are components of Non-verbal communication?
(OR)
(b) Briefly explain various Barriers of Communication?
12. (a) What is the purpose of cover letter? What is the difference between cover letter and resume?
(OR)
(b) Using STAR method, explain the below questions? Team work: "Tell me about a time when you had to collaborate with others to achieve a common Goal." Problem Solving: Describe a situation where you have to solve a complex problem."
13. (a) What are the key aspects and types of decision making in leadership?
(OR)
(b) What is Problem Solving skills in leadership? Write the importance of Problem-Solving Skills?