

Seat No.: \_\_\_\_\_

Enrolment No. \_\_\_\_\_

## GUJARAT TECHNOLOGICAL UNIVERSITY

BVOC- SEMESTER- VI EXAMINATION – SUMMER 2023

Subject Code:1162103

Date:27-06-2023

Subject Name:Finishing School - II

Time:10:30 AM TO 12:30 PM

Total Marks:50

Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Simple and non-programmable scientific calculators are allowed.

Q1 (A)	Define time management and explain its role in our day to day life.	05
Q1 (B)	List down certain strategies for effective time management.	05
Q2 (A)	Explain framing of SMART goals.	05
Q2 (B)	Discuss various tools to develop thinking skills among us.	05
<b>OR</b>		
Q2 (B)	Compare and contrast qualitative and quantitative goals with example and explain importance of setting both the types of goal.	05
Q3 (A)	“Emotions and moods are different” do you agree or not, explain your answer with required justification.	05
Q3 (B)	What is the role of non-verbal symbols in communication.	05
<b>OR</b>		
Q3 (A)	Explain the need of managing emotions at workplace.	05
Q3 (B)	Differentiate convergent thinking skills vs. divergent thinking skills.	05
Q4 (A)	Write a short note on – De Bono’s 6 thinking hat.	05
Q4 (B)	“Emotional intelligence allows you to manage your own emotions and understand emotions of others” Elaborate the statement while explaining key elements of EI	05
<b>OR</b>		
Q4 (A)	What are three main aspects of effective speaking?	05
Q4 (B)	If you are asked to give a presentation of a business plan, what are various do’s & don’ts you would consider for presenting.	05
Q5 (A)	Outline 4 C’s of effective letter writing.	05
Q5 (B)	Determine 5 major barriers of critical thinking.	05
<b>OR</b>		
Q5 (A)	“Different leadership styles are appropriate for different people and different circumstance” justify the statement with respect to explaining leadership styles.	05
Q5 (B)	How does Concrete thinking differ from abstract thinking?	05

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