

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY
B.VOC - SEMESTER- VI EXAMINATION – SUMMER 2024

Subject Code: 1162103

Date:18-05-2024

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**

Q.1	(a)	Define Goal setting, discuss SMART goal setting process in detail.	5
Q.1	(b)	Define Time Management, discuss importance of Time Management.	5
Q.2	(a)	Discuss the role of non-verbal symbols in communication.	5
Q.2	(b)	Discuss various types of goals in detail.	5
OR			
Q.2	(b)	Discuss various needs and emotions need to be managed at work place.	5
Q.3	(a)	Explain in detail 5 do's and don'ts of presentation skills.	5
Q.3	(b)	What is emotional intelligence? Discuss components of emotional intelligence in brief.	5
OR			
Q.3	(a)	“Control your emotions before they control you” – elucidate the statement.	5
Q.3	(b)	Write a short note on creative thinking.	5
Q.4	(a)	Differentiate concrete thinking and abstract thinking.	5
Q.4	(b)	Discuss the concept of 6 thinking hats in detail.	5
OR			
Q.4	(a)	Define critical thinking, discuss barriers to critical thinking.	5
Q.4	(b)	Explain reading and writing skills in detail.	5
Q.5	(a)	Discuss presentation skills in detail.	5
Q.5	(b)	Define Emotional intelligence; discuss any 3 components of emotional intelligence.	5
OR			
Q.5	(a)	Explain Managerial Skills: Decision making & leadership skills in details.	5
Q.5	(b)	Discuss different ways to manage stress at workplace.	5
