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COER University**END SEMESTER EXAMINATION, EVEN SEM 2022-23 (BACK PAPER)**

Time

: 3 hours

Total Marks : 100

Program Name : B.COM(CFA)

Semester : II

Course Name : Professional Skills

Course Code : HSS902

Note: All questions are compulsory. No student is allowed to leave the examination hall before the completion of the time.

Q. No 1	Attempt Any Four Parts. Each Question Carries 5 Marks.	CO	BL
(a)	Differentiate between bio data, resume and CV.	CO 1	4
(b)	Identify the requisites for writing an effective CV.	CO 1	2
(c)	Explain the importance of a well-written cover letter in a job application.	CO 1	1,2
(d)	What are some essential interview skills that can help candidates showcase their qualifications and stand out during the interview?	CO 1	1,2
(e)	Formulate some dos and don'ts of interviews based on your understanding.	CO 1	2

Q. No 2	Attempt Any Four Parts. Each Question Carries 5 Marks.	CO	BL
(a)	Judge the relevance of interpersonal skills. How do they contribute in real success?	CO 2	5
(b)	Describe the relationship between non-cognitive skills and problem-solving.	CO 2	1,2
(c)	Repeat the definition of emotional intelligence. How can one acquire this trait of personality?	CO 2	1
(d)	Compare Interpersonal and Intrapersonal skills.	CO 2	4
(e)	Netiquettes is dependent on the etiquettes to be used while using net facilities. Describe?	CO 2	1,2

Q. No 3	Attempt Any Four Parts. Each Question Carries 5 Marks.	CO	BL
(a)	Small courtesies, such as holding the door open for others or saying "thank you," important in social interactions. Define with example?	CO 3	2,3
(b)	Justify the relevance of personal grooming for attaining success in life.	CO 3	5
(c)	Describe some key guidelines for practicing proper telephone etiquette in a professional environment?	CO 3	2,3
(d)	List different ways to greet people of different designations and age.	CO 3	1
(e)	How can individuals maintain good grooming habits throughout the day, especially in professional settings?	CO 3	2,3

Q. No 4	Attempt Any Two Parts. Each Question Carries 10 Marks.	CO	BL
(a)	Define technical communication. What is the importance of technical communication?	CO 4	2
(b)	Examine the barriers of communication. Suggest remedies to overcome these barriers.	CO 4	4
(c)	Technical communication is formal. How it can be related to the business communication. Define?	CO 4	2,3

Q. No 5	Attempt Any Two Parts. Each Question Carries 10 Marks.	CO	BL
(a)	Explain Notice, Minute and Agenda?	CO 5	3,4
(b)	State the elements of proposal writing in detail.	CO 5	1
(c)	Examine the importance of Business Correspondence in detail. How business correspondence has taken a new shape with the advent of newer technologies.	CO 5	4

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