



**School of General Education**  
**Session: 2021-22 (Winter Semester)**  
**B. Voc. Program, 6<sup>th</sup> Semester,**  
**Make Up End-Sem. Examination**

**Course Code: GEN 1601**

**Time: 2 Hours**

**Course Name: Behavioural Skills**

**Max. Marks: 50**

**Instruction:** The question paper comprises three sections A, B & C. Attempt all questions. Marks allotted are mentioned against each section.

**Section – A**

10X01 = 10 Marks

Q1. \_\_\_\_\_ is an obligation to account for your activities, accept responsibility for them and be open about the results of your activities:

- (a) Accountability
- (b) Capability
- (c) Adjustability
- (d) Adoptability

Q 2. Match 'A' in the acronym *SMART* with the correct option.

- (a) Acceptable
- (b) Achievable
- (c) Avoidable
- (d) Acquirable

Q3. Which one of the followings is not a sign of stress?

- (a) Negativity
- (b) Restlessness
- (c) Self confidence
- (d) Nail biting

Q4. Fill in the blank with the correct option: Problem solving is the ability to work through problems by using \_\_\_\_\_ skills to arrive at a solution.

- (a) Critical Thinking
- (b) Time Management
- (c) a & b both
- (d) None of the options

Q5. Fill in the blank with the correct option:

The most important aspect of making a presentation is to consider the needs of \_\_\_\_\_.

- (a) Yourself
- (b) Only a few persons
- (c) The audience
- (d) Friends

Q6. An Activity Log also known as an Activity Diary or a Job Activity Log is a helps in

- (a) Managing your time
- (b) Managing your diet
- (c) Managing your weight
- (d) Managing your wealth



Q7. Goals that have an outcome but have no time limit are known as \_\_\_\_\_

- (a) Unrealistic Goals
- (b) Flexible Goals
- (c) Fixed Goals
- (d) Realistic Goals

Q8. 'T' in the term SMART stands for:

- (a) Temptation
- (b) Time bound
- (c) Tamperable
- (d) Trainable

Q9. Which one of the attribute should be avoided during the presentation?

- (a) Arriving Late
- (b) Acting over-confident no matter how you are feeling
- (c) Arguing with the audience
- (d) All the above

Q10. The technique/s which can help you to manage stress is/are:

- (a) Identify the sources of stress in your life
- (b) Allow those who can share only negative things/ thoughts with you
- (c) Both A and B
- (d) None of these

**Section – B**

04X04 = 16 Marks

Q11. What do you mean by the term Stress? Write four ways of managing stress.

Q12. Write a short note on Time management.

Q13. Explain the 4 major kinds of goals.

Q14. State any four dos to be followed while giving a Presentation.

**Section – C**

04X06 = 24 Marks

Q15. What can leaders do to boost accountability in their teams?

Q16. Write the key points that should be keep in mind while preparing presentation?

Q17. Write a short note on Motivation.

Q18. Discuss the acronym SMART in detail with reference to goal setting.

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