

B. A. IV SEMESTER SUPPLEMENTARY EXAMINATION, MAY/JUNE 2019
SEC: SOCIOLOGY
Corporate Interpersonal Skills

Duration: 02 hours

Total marks: 80

INSTRUCTIONS:

- 1) *All questions are Compulsory.*
- 2) *Answer the sub-questions in Q1 and Question II in 100 words each.*
- 3) *Answer the questions carrying 12 marks in 400 words each.*

Q I. Explain *any four* of the following: **4 X 4 = 16**

- a) Format of resume
- b) Video Resume
- c) Reasons for not hiring a candidate
- d) Post interview etiquettes
- e) Types of questions at an interview
- f) Any two internal sources of recruitment.

Q II Write short notes on *any four* of the following: **4 X 4 = 16**

- a) Main features of Vishakha Guidelines
- b) Business exchange
- c) Informal meetings
- d) Benefits of Working collaboratively
- e) Any two ethics of a good employer
- f) Relationship management at work

Q III. A] Explain the various modern resume formats. **12**

OR

B] Illustrate the forms of body language. **12**

Q IV A] Elaborate the employability skills essential to workplace success. **12**

OR

B] Discuss the significance of etiquettes at an interview. **12**

Q V. A] Explain the external sources of recruitment. **12**

OR

B] Elaborate upon the problem of discrimination and bullying at work place. **12**

Q VI A] Discuss the importance of work ethics at workplace. **12**

OR

B] Highlight the importance of formal meetings. **12**

B. A. IV SEMESTER END EXAMINATION, APRIL 2019
SOCIOLOGY (SEC)
CORPORATE INTERPERSONAL SKILLS

Duration: 02 hours

Total marks: 80

INSTRUCTIONS:

1) All questions are Compulsory.

2) Answer the sub-questions in Q1 and Question II in 100 words each.

3) Answer the questions carrying 12 marks in 400 words each.

Q I Explain *any four* of the following: 4 X 4 = 16

- a) List the essential employability skills
- b) Members of Interview panel
- c) Difference between a C.V. and resume
- d) Voluntary and involuntary body language
- e) Trait of a well groomed person
- f) Any two external sources of employment

Q II Write short notes on *any four* of the following: 4 X 4 = 16

- a) Work ethics
- b) Receptiveness and feedback at work
- c) Formal business gatherings
- d) Post interview etiquette
- e) Business Exchange
- f) Importance of punctuality and time management

Q III A] Discuss the significance of etiquette at an interview. 12

OR

B] Discuss the advantages and disadvantages of internal sources of recruitment 12

Q IV A] Explain the various modern resume formats. 12

OR

B] Illustrate the forms of body language. 12

Q V A] Highlight the importance of interpersonal skills at workplace. 12

OR

B] Discuss the Legislative Act to protect working women from sexual harassment. 12

Q VI A] Discuss the causes of hostile working conditions. 12

OR

B] Examine the strategy of informal business gatherings adopted by companies. 12

