

Enrollment No: _____ Exam Seat No: _____

C. U. SHAH UNIVERSITY

Summer Examination-2022

Subject Name: Professional Etiquettes-II

Subject Code: 4SC06PET2/4SC06PRE1

Branch: B.Sc. (All, Microbiology)

Semester: 6

Date: 04/05/2022

Time: 02:30 To 05:30

Marks: 70

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
- (2) Instructions written on main answer book are strictly to be obeyed.
- (3) Draw neat diagrams and figures (if necessary) at right places.
- (4) Assume suitable data if needed.

Q-1 Attempt all questions:

(14)

A. Byzantium is a-

- i. religious king
- ii. Mythical king
- iii. a city

B. What is the element that death is associated with in Byzantium?

- i. Air
- ii. Water
- iii. Fire

C. 'The Tower' is named after Yeats'-

- i. dog
- ii. son
- iii. home

D. Y.B. Yeats means-

- i. William Butler Yeats
- ii. Willson Banton Yeast
- iii. Willy Benjamin Yeats

E. La Belle Dame sans Merci' is an example of which poetic genre?

- i. Ode
- ii. Epic
- iii. Ballad

F. Positive Attitude can –

- i. Be detrimental
- ii. Improve Motivation
- iii. Cause of lack of effort

G. someone who got told that they can't go to the football game and argues with their parents. What the statement can be exemplified as?



- i. Positive attitude
- ii. Negative attitude
- iii. Mix approach

H. The two types of attitudes are-

- i. Positive/Negative
- ii. Negative/good
- iii. Bad/positive

I.A --- is a series of actions or operations of a series of changes directed to some end.

- i. task
- ii. Process
- iii. activity

J. Body language, body posture, and hand movement etc. are the examples of -----.

- i. Informal Communication
- ii. Non-verbal Communication
- iii. Formal Communication

K. “ She did a lot for her son”. The underline word is :

- i. Conjunction
- ii. Preposition
- iii. Adverb

L.---- are the documents presenting a compilation of facts or number of options and related conclusions and recommendations.

- i. Notices
- ii. Memos
- iii. Reports

M.--- are/is one of the examples of digital communication.

- i. Postcards
- ii. Couriers
- iii. Email

N. A notice is a formal written document the objective of which is to provide important information, usually in advance, to the receivers about the following except-

- i. An event
- ii. Death
- iii. A function

Attempt any four questions from Q.No.2 to Q.No.8

- Q.2. Define Leadership, what are its types and discuss its characteristics in details (14)
- Q. 3.A. What does Self Esteem mean? Explain with Maslow’s theory. (07)
- Q.3.B. Why positive attitude is important and what are the ways to develop it? (07)



Q.4A.What are the benefits of High-Self Esteem and what are the reasons of low-Self Esteem? Prove the question with examples and suggest few steps to improve self-esteem. (14)

Q.5 A What is social skill? Mention the skills required to develop it. (07)

B Who is the author of the poem La Belle Dame Sans Merci and what the poem is about ? (07)

Q.6.A . Who are the “common bird and petal” in comparison to “golden bird”? Why? (07)

Q.6.B.What soft skills are required in scientific world as a mathematician/chemist/physics expert/microbiologist. Explain in detail. (07)

Q.7.What is your concept about setting Goal is it important for youth? If yes discuss ‘D’s of it . (14)

Q.8.Explain the following ways of official correspondence with example: (14)

1.Notice2.Meeting and its agenda

