

Reg. No.:



W6592

Name:

University of Kerala

Third Semester FYUGP Degree Examination, November 2025

Value Addition Courses

MANAGEMENT

UK3VACMGT201 - Skills For Managers

Academic Level: 200-299

2024 Admission

Time: 1 Hour 30 Minutes(90 Mins.)

Max. Marks: 42

Part A. 6 Marks.Time:6 Minutes.(Cognitive Level:Remember(RE)/Understand(UN)) Objective Type. 1 Mark
Each.Answer all questions

Qn No.	Question	CL	CO
1	Define Netiquette Options : A)Rules for maintaining personal hygiene B)Techniques for managing a business network C)Acceptable behaviour while using the internet D)Guidelines for table manners	RE	3
2	Identify the hurdle to success. Options : A)Positive attitude B)Procrastination C)Time management D)Goal setting	RE	1
3	Describe the significance of body language in personality development Options : A)It helps in speaking louder B)It confuses the listener C)It supports verbal communication D)It has no real effect	UN	1
4	Identify the quality of a good leader Options : A)Laziness B)Confidence C)Dishonesty D)Irresponsibility	UN	2
5	Identify the process that involves a small group of participants expressing their opinions and ideas on a given topic Options : A)Debate B)Group Discussion C)Interview D)Conversation	UN	2

Qn No.	Question	CL	CO
6	Describe the main purpose of business correspondence? Options : A)Personal interaction B)Entertainment C)Official communication between business or individuals D)Gossip	UN	4

Part B.8 Marks.Time:24 Minutes.(Cognitive Level:Understand(UN)/Apply(AP))Short Answer. 2 marks each.Answer all questions

Qn No.	Question	CL	CO
7	Discuss the major Soft skills.	UN	1
8	Describe the importance of Good manners in a workplace	UN	3
9	Demonstrate steps to conduct a short group discussion effectively.	AP	5
10	Demonstrate the ways to overcome hurdles to success	AP	1

Part C. 28 Marks.Time:60 Minutes (Cognitive Level:Apply(AP)/Analyse(AN)/Evaluate(EV)/Create(CR)) Long Answer.7 marks each.Answer all 4 Questions choosing among options * within each question

Qn No.	Question	CL	CO
11	A) Compare Group Discussion and Debate OR B) Construct some strategies to improve presentation.	AP	4, 4
12	A) Analyse the role of teamwork and collaboration in achieving organizational goals. OR B) Analyze the role of personality development programs to reduce stress and improve employability.	AN	2, 4
13	A) Assess the role of communication skills in the modern era OR B) Evaluate the importance of Netiquettes'	EV	2, 2
14	A) Prepare a CV for a final-year BBA student looking to apply for a management trainee role in a corporate firm.	CR	4, 4

Qn No.	Question	CL	CO
	OR B) Write an enquiry letter to a supplier, M/s XYZ Enterprises, seeking information about their product range, pricing, and delivery terms for office furniture. Assume you are the procurement manager of a company.		