



A Charutar Vidya Mandal Institution
V.P. & R.P.T.P. SCIENCE COLLEGE
(AUTONOMOUS) (Grant-in-Aid)
Affiliated to Sardar Patel University
VALLABH VIDYANAGAR-388120



Bachelor of Computer Application(Semester - IV) External Examination- 2025

Subject Code: US04VABCA09

SUBJECT TITLE: LIFE SKILLS AND SELF ENHANCEMENT

Date: 23-03-2026, (MONDAY)

Time: 01:45 PM to 03:45 PM (1.5 HRS.)

Total marks: 25

Q-1 Choose the most appropriate answer from the following multiple-choice questions. [05]

- (1) What is the final step in any good problem-solving process?
(a) Checking to see if the solution actually worked (b) Forgetting how you solved it
(c) Celebrating that it's over (d) Finding a new problem immediately
- (2) What do you understand by the word the 'Channel' in the communication process?
(a) One who starts the communication (b) Medium through which the message is sent
(c) The information being conveyed (d) The response given by the receiver
- (3) Which of the following is highlighted as a powerful tool in communication that should be used appropriately to reduce communication gaps?
(a) Ignoring suggestions from others (b) Constant use of technical jargon
(c) The words 'yes' and 'no' (d) Avoiding transparency in planning
- (4) When applying Pareto's Principle to your workload, which of the following is true?
(a) 80% of your hard work typically produces only 20% of your results.
(b) You should dedicate 80% of your time to small, unimportant tasks.
(c) Approximately 20% of your hard work produces 80% of your results.
(d) You should always have at least 80 different tasks on your daily to-do list.
- (5) What is the 'F word' that high achievers are comfortable with?
(a) Failure (b) Focus
(c) Finance (d) Feedback



Q-2 Compare Critical Thinking and Creative Thinking and explain types of creative thinking. [10]

OR

Q-2 Describe common Barriers to Effective Communication with examples. [10]

Q-3 Give the meaning of Time Management and explain its essentials in detail. [10]

OR

Q-3 Explain the skills required for 3 stages of Interview - before, during and after. [10]