



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

BUSINESS ETTIQUETTE AND PROFESSIONALISM

ADD-SC-02

Time: 1 Hour

Marks: 20

Date: 28/10/2019

(Answer all Questions)

1x20

- 1 What is Stress ?
- 2 Name three things that could cause a person to feel sad?
- 3 What are the healthier ways to reduce stress
- 4 What are the symptoms of stress ?
- 5 How does stress impact your daily life?
- 6 What is Conflict Management?
- 7 Difference between Interpersonal and Intrapersonal relationship?
- 8

- Steps for setting goal?
- 9 How do you prevent a situation from getting too stressful to manage?
- 10 How do you ensure that stressful situations in your personal life don't affect your work performance?
- 11 Can you describe a time when your stress resulted in making errors at work
- 12 Three C of Group Discussion
- 13 Benefits of virtual interview?
- 14
- How should you groom for an Interview?
- 15 What is Passive Interview?
- 16 Essential criteria while preparing CV
- 17 Difference between CV and Resume?
- 18 Importance of professional etiquette while attending Interview
- 19 What is Case study Group Discussion?
- 20 Objectives of Group Discussion?

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