

Eastern University, Sri Lanka

Faculty of Commerce & Management

Second Year Second Semester Examination in Bachelor of Business Administration Hons. / Bachelor of Commerce Hons. – 2018/2019 (January 2022) (Proper/Repeat)

AUX 2041 Career Progression II

Answer all questions

Time: One Hour

Write the correct answer in the answer script

- i) Who discovered that people can learn new information and behaviours by watching other people, also known as social learning theory?
- a. Holland
 - b. Albert Bandura
 - c. Jean Piaget
 - d. Abraham Maslow
- (Marks 03)**
- ii) Positive attitude is not,
- a. Helps to cope more easily with the daily affairs of life
 - b. Brings pessimism into your life
 - c. A mental attitude that expects positive results
 - d. Makes it easier to avoid worry and negative thinking
- (Marks 03)**
- iii) Elements of good working environment
- a. Respect
 - b. Ambiguous
 - c. Harming the reputation
 - d. Spending long length of time
- (Marks 03)**
- iv) Select the most correct statement regarding career
- a. A career is an activity or task performed by an individual to earn livelihood
 - b. A career requires education and other skills
 - c. A career can be defined as a journey of a work life of an individual
 - d. The concept of the career is based on fulfilment of the needs
- (Marks 03)**

v) When choosing a certain profession or making a career switch, it is important to carefully find out what your andare.

- a. Experience, skills
- b. Personality, traits
- c. Interests, ambitions
- d. Skills, attitude

(Marks 03)

vi) What are the two integral process associated with career development?

- a. Career progression and career choice
- b. Career guidance and career choice
- c. Career opportunities and career counselling
- d. Career planning and career management

(Marks 03)

vii) Self-awareness is,

- a. The capacity for understanding our own feelings and the feelings of others, for motivating ourselves, and for managing our emotions effectively in our relationships
- b. Concerned with knowing about internal states, preferences, resources, and perceptions of others
- c. The ability to accurately sense and identify personal feelings, along with the ability to understand and evaluate them
- d. Sometimes referred to as “people smarts”

(Marks 03)

viii) Reaction toward the object is the component of attitude.

- a. Affective
- b. Informative
- c. Behavioural
- d. Cognitive

(Marks 03)

ix) Which is not the future outlook of employment trends?

- a. Increase in remote working
- b. Expanded data collection
- c. Contingent worker expansion
- d. Decrease in organization complexity

(Marks 03)

x) The stable life goals that people have, reflecting what is most important to them is called as,

- a. Beliefs and norms
- b. Expectations
- c. Values and Attitudes
- d. Behaviour and skills

(Marks 03)

xi) Spirituality and may not help you to change the world but it definitely helps you to change the way you perceive the world.

- a. Morality
- b. Values
- c. Inner engineering
- d. Self-efficacy

(Marks 03)

xii) Physical distraction, channel barriers, and long communication channel are the for effective communication.

- a. Encoding barriers
- b. Decoding barriers
- c. Responding barriers
- d. Transmitting barriers

(Marks 03)

xiii) When a person having a clear perception of his/her personality, including strengths, weaknesses, thoughts, beliefs, motivation and emotions is defined as,

- a. Self-learning
- b. Self-assessment
- c. Self-awareness
- d. Self-motivation

(Marks 03)

xiv)test gives you a clear insight in your talents and interests. It also tells you in which area of expertise you will probably find a profession suitable for you.

- a. Career intelligence
- b. Career aptitude
- c. Career progression
- d. General knowledge

(Marks 03)

xv) Donald Super constructed five life stages to illustrate person's internal understanding. Select the correct order of those life stages

- a. Growth, exploratory, establishment, maintenance, decline
- b. Growth, establishment, exploratory, maintenance, decline
- c. Growth, exploratory, maintenance, establishment, decline
- d. Growth, maintenance, exploratory, establishment, decline

(Marks 03)

(Total 45 Marks)

Q2. a) **Illustrate** Etiquette and types of etiquette with examples.

(Marks 05)

b) 'Lack of soft-skills can limit your potential or even be the down fall of your career'.

Describe the soft-skills which are needed at the workplace and the importance of it.

(Marks 10)

(Total 15 Marks)

Q3 a) 'Effective communication occurs when a message is sent and received accurately.'

Explain the characteristics of Effective Communication.

(Marks 10)

b) 'It is important to understand the needs and feeling of oneself and other people. Manage one's own feeling and respond to others in appropriate way'. Explain the components of Emotional Intelligence with example.

(Marks 10)

(Total Marks 20)

Q4. Write short notes on the followings:

i. The trends in Employment Market

(Marks 05)

ii. Reflective Learning

(Marks 05)

iii. Importance of Yoga and Meditation in Work life

(Marks 05)

iv. Johari Window

(Marks 05)

(Total Marks 20)