

EASTERN UNIVERSITY, SRI LANKA
FACULTY OF COMMERCE AND MANAGEMENT
FIRST YEAR FIRST SEMESTER EXAMINATION IN BUSINESS ADMINISTRATION/COMMERCE

2007/2008 (Feb 2009)

MGT- 1032- CAREER GUIDANCE



Answer all five questions. Each carries 20 marks.

Time: 3 hours

- 01.
1. What do you understand by the term career? How does it differ from the term 'Job'? (8 marks)
 2. Write an account on the unemployment problem prevalent among present university graduates of Sri Lanka. (Identify the shortcomings and give suggestions to improve the situation) (12 marks)
- 02.
1. What is creative thinking and why is it important for your progress? (6 marks)
 2. Briefly explain how creative thinking skills can be improved giving at least two suitable examples (10 marks)
 3. What is being assertive and why is this the best way in influencing people? (4 marks)
- 03.
1. Explain the 2 study techniques namely mind mapping and SQ3R, and outline the benefits you expect to acquire from each of the 2 study techniques. (12 marks)
 2. Briefly explain how you would accept responsibilities in your work place (8 marks)
- 04.
1. Explain the terms 'Non verbal communication' and 'Para-verbal communication'. (8 marks)
 2. List the functions of non verbal communication. (2 marks)
 3. Select one of the following and write an account on it, explaining how it can effectively be used: (10 marks)
 - o Negotiation skills
 - o Listening skills
- 05.
1. Select one of the following and write short notes: (8 Marks)
 - Time Management Skill
 - Importance of interpersonal skills
 2. Give a detailed account on how you would prepare yourself for an interview (12 Marks)