

**B. A. III SEMESTER END EXAMINATION, OCTOBER 2018**  
**SOCIOLOGY SKILL ENHANCEMENT COURSE**  
**Social Skills and Etiquette**

**Duration: 02 hours**

**Total marks: 80**

**INSTRUCTIONS:**

- 1) *All questions are Compulsory.*
- 2) *Answer the sub-questions in Q1 and Question II in 100 words each.*
- 3) *Answer the questions carrying 12 marks in 400 words each.*

**Q I** Write short notes *any four* of the following: **4x4=16**

- i) Distinguish between social skills and etiquette
- ii) List the important manners
- iii) Professional social skills
- iv) Informal social greetings
- v) Personal spaces
- vi) Rules of borrowing and lending

**Q II** Answer *any four* of the following questions briefly: **4x4=16**

- i) Classroom etiquettes
- ii) Meeting etiquettes
- iii) Restaurant etiquette
- iv) Religious titles
- v) Washroom etiquettes
- vi) Online etiquette

**Q III** A] Discuss the categories of social skills. **12**

**OR**

B] Explain the differences in modes of greetings around the world. **12**

**Q IV** A] Elucidate the significance of social courtesies. **12**

**OR**

B] Examine the importance of body language in communication. **12**

**Q V** A] Describe the dining etiquettes at a party. **12**

**OR**

B] Elucidate the changing trends in social etiquettes. **12**

**Q VI** A] Write a note on telephone etiquettes. **12**

**OR**

B] Highlight the significance of cultural differences in a globalised world. **12**

**B. A. III SEMESTER SUPPLEMENTARY EXAMINATION, MAY/JUNE 2019**  
**SOCIOLOGY SKILL ENHANCEMENT COURSE**  
**Social Skills and Etiquette**

**Duration: 02 hours**

**Total marks: 80**

**INSTRUCTIONS:**

- 1) All questions are Compulsory.*
- 2) Answer the sub-questions in Q1 and Question II in 100 words each.*
- 3) Answer the questions carrying 12 marks in 400 words each.*

**Q I** Answer *any four* of the following:

**4x4 = 16**

- i) Categories of social skills
- ii) Functions of interpersonal skills
- iii) Distinguish between manners and etiquette
- iv) Personal grooming
- v) Rules of giving and receiving gifts
- vi) Difference between soft and hard skills

**Q II** Answer *any four* of the following:

**4x4 = 16**

- i) Etiquettes while travelling
- ii) Cell phone manners
- iii) Cyber space manners
- iv) Culture sensitivity
- v) Essential party etiquettes
- vi) Importance of dress code

**Q IIIA]** Discuss the importance of social skills and etiquettes in employability.

**12**

**OR**

B] Elaborate the variations in the mode of greetings around the world.

**12**

**Q IV A]** Explain the formal usage of names and titles in social interaction.

**12**

**OR**

B] Assess the significance of small courtesies in communication.

**12**

**Q V A]** Describe the essentials of business etiquette.

**12**

**OR**

B] Elucidate the changing trends in social etiquettes in a globalised world.

**12**

**Q VI A]** Highlight the fundamentals of classroom etiquettes.

**12**

**OR**

B] Outline the appropriate mode of behaviour in public spaces.

**12**