

Eastern University, Sri Lanka

Faculty of Commerce and Management

Second Year Second Semester Examination in BBA Hons and B Com Hons – 2021/2022

(February/March 2024)

Proper/Repeat

AUX 2041 Career Progression II

Answer All Five (05) Questions

Time: One Hour

Q1. Choose and underline the most appropriate answer for the following Multiple-Choice Questions.

01. Which of the following is NOT a typical step in career exploration?
 - a) Assessing one's skills, strengths, and interests
 - b) Researching potential career options
 - c) Randomly selecting a career path without any consideration
 - d) Seeking advice from career counselors or professionals
02. What is personality development?
 - a) A set of fixed traits and characteristics that remain constant throughout life
 - b) The process of changing one's physical appearance to match societal norms
 - c) The continuous growth and evolution of an individual's attitudes, behaviours, and emotions
 - d) A genetic predisposition that determines a person's personality traits
03. According to Holland's six personality types, those who like to solve problems, perform experiments, and conduct research are;
 - a) Artistic
 - b) Social
 - c) Realistic
 - d) Investigative
04. What is reflective practice?
 - a) Engaging in critical self-evaluation of one's actions and experiences
 - b) Mindlessly repeating the same actions without considering their impact
 - c) Adopting the practices of others without questioning their effectiveness
 - d) Focusing solely on achieving short-term goals without introspection

05. Which statement is true about work-life balance?
- It is only the employee's responsibility
 - It is the sole responsibility of the employer
 - It requires collaboration between employers and employees
 - It is not essential for career success
06. What is the role of body language in a business presentation?
- It is irrelevant
 - It can enhance or detract from the message
 - Avoiding eye contact is effective
 - Hand gestures should be avoided
07. How does a positive attitude contribute to personal and professional success?
- It improves productivity and performance.
 - It fosters a positive work environment and promotes teamwork.
 - It enhances problem-solving and decision-making abilities.
 - All of the above.

(Total 7 x 3 = 21 Marks)

Q2.

The following table shows different personality traits and each is related to a particular personality type according to Big Five Personalities. *Identify* the appropriate type of personality for each statement.

No.	Personality Traits	Personality Type
01.	A personality trait characterized by high levels of thoughtfulness, good impulse control, and goal-directed behaviours. People who are high in this trait, tend to be organized and mindful of details. They plan ahead, think about how their behaviour affects others, and are mindful of deadlines.	
02.	A personality trait characterized by excitability, sociability, talkativeness, assertiveness, and high amounts of emotional expressiveness. People who are high in this trait are outgoing and tend to gain energy in social situations.	

03.	A personality type that emphasizes imagination and insight. People who are high in this trait tend to have a broad range of interests. They are curious about the world and other people and are eager to learn new things and enjoy new experiences.	
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(Total 3 x 3 = 09 Marks)

Q3.

Fill in the blanks using the most appropriate concept(s) or word(s).

01. _____ describes people's ability and tendency to display general self-awareness, and to consider themselves in relation to their environment.
02. _____ is a process by which information is exchanged between individuals through a common system of symbols, signs, or behaviour.
03. Challenges and tensions that individuals experience when trying to meet the demands of their work and family roles simultaneously are called _____.
04. _____ is the ethical framework and obligation for individuals and organizations to act in ways that benefit society and contribute to its well-being.
05. _____ refers to the ability to recognize, understand, and manage our own emotions as well as the emotions of others.
06. The study of how human beings communicate through their use of time is known as _____.
07. The way we present ourselves in terms of appearance and cleanliness is called _____.
08. _____ refers to acceptable norms and behaviours in professional settings.
09. In the workplace, _____ represents our ability to work effectively and harmoniously with others.

10. In the workplace, _____
involves the process of taking information or problems and processing
them in the most logical way to extract value and find solutions.

(Total 10 x 3 = 30 Marks)

Q4.

01. **What** are the five components of emotional intelligence?

(05 Marks)

02. **Outline** 5 strategies for managing work-family conflict.

(05 Marks)

03. **State** 5 dining etiquettes that you are expected to follow in a business setting.

(05 Marks)

04. **Specify** 5 visual aids that are widely used in the presentations.

(05 Marks)

