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11 OCT 2014

EASTERN UNIVERSITY, SRI LANKA
FOURTH YEAR FIRST SEMESTER EXAMINATION IN AGRICULTURE – 2011/2012
(January-2014)

CC 4103: Career Development (2: 30/00)

Answer **ALL** Questions

Time allowed: 02 hours

- 01)
- a) What are the three **approaches** to **time management**? Briefly describe those approaches with appropriate examples.
 - b) What are the **ten strategies** for **effective** time management?
 - c) Briefly explain the importance of “**good environment**” for an **efficient** office.
- 02) a) Differentiate the **trait theory of leadership** from **behavioral theories** of leadership.
- b) Briefly explain personality **job-fit theory**.
 - c) Explain the term **emotional intelligent** and discuss why emotional intelligent is needed in an Organization.

03) a) Define the term “**Soft Skills**”?

b) Briefly describe the “**Research Skills**” and “**Oral Communication Skills**” of a person.

c) The success and failure of an extension programme depends on the qualities of an extension worker. Briefly explain five (05) **important qualities of an Extension officer**.

04) a) What are the **contents of Curriculum Vitae (CV)**?

b) Write a letter to the First Secretary, Overseas Educational Affairs, British High Commission, Colombo to get printed guidelines /electronic guidelines to **apply for student visa** based on a scholarship offered by an organization in Sri Lanka.