

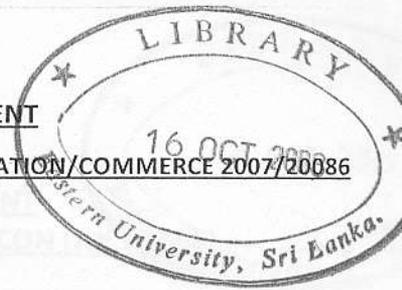
EASTERN UNIVERSITY, SRI LANKA

FACULTY OF COMMERCE AND MANAGEMENT

FOURTH YEAR SECOND SEMESTER EXAMINATION IN BUSINESS ADMINISTRATION/COMMERCE 2007/20086

REPEAT (July 2008)

OCE 4012-CAREER GUIDANCE



Answer all five questions. Each carries 20 marks.

Time: 3 hours

01.

1. What do you understand by the term career? (5 marks)
2. Write an account on the employability of present university graduates of Sri Lanka. (Please identify the shortcomings and suggestions to improve the career prospects of present university students. (15 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? (6 marks)
3. Give a brief outline on how you would prepare yourself for an interview (8 Marks)

03.

1. Explain the 2 study techniques namely mind mapping and SQ3R. (6 marks)
2. State what benefits you expect to acquire from each of the 2 study techniques. (4 marks)
3. Explain how and when you will use them for your benefit. (4 marks)
4. What is being assertive and why is this the best way in influencing people? (6 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:
 - o Presentation skills
 - o Listening skills(10 marks)

05.

1. Outline a brief personal development plan of your own with an analysis of your 'SWOT' using the guidelines given below:
 - a. Set and define meaningful goals
 - b. Identify gaps in your skills and experience and environmental factors
 - c. Steps that will take you there
 - d. Action plan to close the gap. (12 marks)
2. Select one of the following and write short notes:
 - Time Management Skill
 - Accepting Responsibilities in your work place
 - Importance of interpersonal skills (8 Marks)