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**First Year BCOM**  
**ENG12407: SEC- II (ENGLISH) – MASTERING LIFE SKILLS**  
**(Semester II)**

**Program: BCOM**  
**Program Specific: BCOM (English)**  
**Course Type: SEC**  
**Paper: II**

**Credits:2**  
**Time:2 Hours**  
**Max. Marks:30**  
**SET: A**

**Instructions to the candidate:**

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.
- 3) Draw a well labelled diagram wherever necessary.

**SECTION: A**

**Q1) Answer the following questions in about 80-100 words each. (Any 4) [4 X 4= 16]**

1. Write a note on the term, 'Life Skills.' List out some core life skills that we need on a daily basis.
2. How are life skills important in our lives?
3. 'Critical and creative thinking skills help us make sound decisions.' Do you agree with this statement?
4. List out some guidelines of effective time management.
5. What do you understand by stress? Mention some ways to manage stress.
6. How do the skills of 'understanding and cooperating with others' help us at work and personal life?

**SECTION: B**

**Q2) Answer the following questions in about 120-150 words each. (Any 2) [2 X 7= 14]**

1. Recount an experience from your past, where you came across a hurdle in your life. Describe how by using problem solving and decision-making skills you overcame that hurdle.
2. What do you understand by the management of stress and emotions? Mention some coping tactics and methods that help in the management of stress. Substantiate your answer with examples.
3. Draft a SWOC Analysis of yourself. Mention how it will help you in your life.
4. Narrate your personal experience where you suffered due to the lack of a life skill. Describe your journey of coping with the setback and mastering the skill/s that you lacked earlier.

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