

EASTERN UNIVERSITY, SRI LANKA  
FOURTH YEAR FIRST SEMESTER EXAMINATION IN AGRICULTURE - 2010/2011

CC4103: Career Development (2: 30/00)

Answer ALL Questions

Time allowed: 02 hours

01)

- a) What do you understand from the term "Office"?
- b) List out the main duties of a manager in an office.
- c) State the factors that should be considered while choosing office furniture.
- d) Explain the factors which determine a good environment for an office.

02)

- a) What is Personality? How do you develop Assertive Personality? Explain briefly.
- b) "Leadership quality is an important skill to any manager today". Explain clearly.

03)

- a) Briefly explain the main areas of personal skills required of an extension agent for extension work.
- b) Briefly explain the major factors which interrupt the efficient time management of an individual in an organization.

04)

- a) What is a Research Budget?
- b) Explain briefly the components of a Research Budget.
- c) Why is a Research Budget important in doing research?