

EASTERN UNIVERSITY, SRI LANKA
FACULTY OF COMMERCE AND MANAGEMENT
FOURTH YEAR SECOND SEMESTER EXAMINATION IN BUSINESS
ADMINISTRATION/COMMERCE 2005/2006
MGT 1132-CAREER GUIDANCE

Answer all five questions. Each carries 20 marks.

Time: 3 hours

01. Choosing a career is a process students (and adults!) need to go through

(i) What do you understand by the term career?

(03 marks)

(ii) In what ways will you prepare and orient yourself for your career development during your university studies?

(07 marks)

(iii) What are the reasons that led to the condition of unemployed graduates in Sri Lanka and how, in your view, can this be changed?

(10 marks)

02. "Knowledge is created by the learner, not given by the teacher"

(i) What is creative thinking and why is it important for your progress?

(06 marks)

(ii) Illustrate how creative thinking can help you in solving problems, with at least two suitable examples you learnt.

(10 marks)

(iii) Briefly explain how creative thinking skills can be improved?

(04 marks)

03. Although it is not (and should not be) the primary factor in determining a candidate's success, the grade point average (GPA) is one factor considered by competitive employers and institutions.

(i) List two study techniques you employ for yourself to excel in your university education.

(02 marks)

(ii) State what benefits you expect to acquire by using each of these techniques.

(04 marks)

(iii) Explain how and when you will use them for your benefit.

(04 marks)

(iv) Select one of the following and write an account on it, explaining how it effectively be used:

- Presentation skills
- Listening skills

(10 marks)

04. **“The most critical job skill a new employee needs to possess is good interpersonal skills”.**

(i) Why communication skills are important in developing one's career?

(07 marks)

(ii) Explain how a communication process can be made effective in dealing with people

(07 marks)

(iii) What is being assertive and why is this the best way in influencing people?

(06 marks)

05. **“The greatest tragedy in life is people with sight but no vision”- Helen Keller**

(i) 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.

(14 marks)

(ii) How would you prepare yourself as an interviewee for an interview?

(06 marks)