ourdiu.com | Shared by Shafiur Rahman Shafim (242)

Daffodil International University

Department of Software Engineering

Faculty of Science & Information Technology

Final Examination, Fall 2025

Course Code:AOL101; Course Title:Art Of Living

Sections & Teachers:NJM(A,B,C,D),ST(E,F,G,H),MS(I,J,K,L),SAM(M,N,O)

Time: 2:00 Hrs **Marks: 40**

Answer ALL Questions

[The figures in the right margin indicate the full marks and corresponding course outcomes. All portions of each question must be answered sequentially.]

1.	a)	During an online internship, Arif observes that his team frequently misses deadlines because tasks are not clearly tracked and meetings are scheduled without proper coordination. Many of his teammates are also unfamiliar with digital task-management platforms, which leads to confusion, duplicated work, and delays in communication. As a result, the team's productivity is decreasing, and overall motivation is starting to drop. **Explain** how Arif can apply key 21st-century skills—such as collaboration, creativity, and digital literacy—to reorganize the workflow, support teammates with varying digital skills, and improve the overall efficiency of the team. In your answer, discuss specific strategies he could use and provide examples of tools or methods that would help the team achieve better coordination and meet deadlines more consistently.	[Marks-7]	CLO-2 *Level-4*
	b)	Rafi is working as a research assistant under a senior professor while also collaborating on group projects with his classmates. With his professor, he must maintain a respectful, formal tone and show reliability. But with his peers, he usually communicates casually through group chats. Recently, Rafi accidentally sent an informal message meant for his friends to his professor, creating awkwardness. **Analyze** how Rafi can develop better communication awareness to manage impressions in both professional and peer settings. Describe strategies he can use to maintain clarity, boundaries, and professionalism, and explain how poor impression management may affect his academic reputation and teamwork dynamics.	[Marks-8]	
2.	a)	Rafiq has been shortlisted for a managerial position in a mid-sized local company that places strong emphasis on leadership presence, strategic communication, and the ability to motivate teams. Although Rafiq has solid technical knowledge and relevant experience, he tends to speak too quickly when he becomes nervous, which sometimes makes his ideas sound unclear or rushed. During mock interviews, he also struggles to maintain steady eye contact, and his hand gestures become exaggerated when he tries to emphasize his points. These habits occasionally make him appear uncertain or unfocused, despite his strong qualifications. **Interpret** how Rafiq can refine his verbal clarity, pacing, and tone to demonstrate composure and leadership authority during the interview. Additionally, analyze how he can adjust his non-verbal communication—such as eye contact, posture,	[Marks-10]	CLO-1 *Level-2*

ourdiu.com | Shared by Shafiur Rahman Shafim (242)

		and controlled gestures—to strengthen his presence and credibility.Analyze how ineffective communication may cause interviewers to doubt his readiness for a leadership role.make the question more complex)		
3.	a)	Tamanna loves documenting her lifestyle on social media. She posts frequently because she feels pressure to maintain engagement and stay "visible" online. Recently, a private moment shared with close friends was leaked by one of them and spread across several social platforms, causing her emotional distress. Her academic peers start discussing the incident, impacting both her confidence and her reputation. Analyze Tamanna's situation from the perspectives of privacy management, digital ethics, and emotional well-being. Recommend comprehensive strategies she should adopt to protect her online reputation, manage boundaries with peers, and safeguard her mental health. **Justify** why certain privacy measures and posting habits would be more effective in preventing such incidents in the future.	[Marks-8] Reputation	CLO-3 *Level-5*
	b)	Elma is interviewing for a scholarship through a video call. She starts off confidently, but midway through the interview she accidentally speaks while the interviewer is still talking due to a slight audio delay. She feels awkward and worries about appearing disrespectful. **Evaluate** what Elma can learn from this experience regarding digital professionalism. Analyze how he should handle such moments during an interview and recommend steps he can take beforehand to ensure a	[Marks7-]	

to insure professionalism.