

BCA/M21

1892

PERSONALITY DEVELOPMENT

Paper-BCA-126

Time allowed : 3 Hours

Maximum Marks : 80

Note : Attempt **five** questions in all, selecting **one** question from each unit.
Question No. **1** is compulsory. All questions carry equal marks.

Compulsory Question

1. Write short answers of the following : 8×2 = 16
- (i) What is Personality Analysis?
 - (ii) Define Role Playing.
 - (iii) Write a short note on the clarity of thoughts in a group discussion.
 - (iv) Write a short note on seminar skills?
 - (v) Write a brief note on self-introduction.
 - (vi) How can one keep a balanced mental frame during an interview?
 - (vii) Write a brief note on the art of good conversation.
 - (viii) Define Grooming.

UNIT-I

2. (i) Discuss the elements of Personality. 8
(ii) Describe the determinants of Personality. 8
3. Illustrate in detail social, business and dining etiquettes. 16

UNIT-II

4. Define Interpersonal Skills. How do Interpersonal skills assist in dealing with seniors and juniors at work place? 4+12 = 16
5. Discuss role playing as an effective tool. 16

UNIT-III

6. Define Group Discussion. Discuss various steps involved in making an effective group discussion. 16
7. Discuss the essentials of Presentation Skills.

UNIT-IV

8. Prepare a resume for the post of an Assistant Professor in a university. 16
9. Discuss the role of self-introduction, grooming and dress code during an interview. 6+5+5 = 16