

Roll No.

Total Pages : 02

BCA/M-23

1869

PERSONALITY DEVELOPMENT

Paper-126

Time : Three Hours]

[Maximum Marks : 80

Note : Attempt *Five* questions in all. Q. No. 1 is compulsory. *Four* more questions are to be attempted selecting *one* question from each Unit. All questions carry equal marks.

(Compulsory Question)

1. Write short notes on the following : 4×4=16
- (a) Determinants of personality
 - (b) Conflict Management
 - (c) Advantages of Mock Interviews
 - (d) Essentials of an effective resume.

Unit I

2. What is effective listening ? Describe the advantages of effective listening.
3. Discuss the advantages of effective communication.

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Unit II

4. Attempt a detailed note on the importance of interpersonal skills.
5. Discuss the aspects that have to be taken care of while dealing with colleagues.

Unit III

6. Give an account of the preparation and steps that are to be taken for effective group discussion.
7. Discuss the factors affecting presentations.

Unit IV

8. You are an MBA with specialization in Marketing. Write down the resume you, would send to the personnel officer of Gupta and Company, Delhi. Also write a covering letter.
9. Interviews are planned conversations with a predetermined purpose that involves asking and answering questions. Elaborate.