Roll No. ..... Total Pages : 02

BCA/M-18 1909

PERSONALITY DEVELOPMENT

BCA-126

Time : Three Hours] [Maximum Marks : 80

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

1. Attempt short answer of the following :

(i) Name the determinants of Personality.

(ii) What is self-concept ?

(iii) Define Proxemics.

(iv) Types of tactics used to manage conflict.

(v) What is eye-contact ?

(vi) Define a team.

(vii) Main types of body language.

(viii) Postures.

Unit I

2. What is Personality ? Give a detailed account of the elements of personality.

3. Business communication is a complex affair. Its central role determines the success of a business organization. Comment.

Unit II

4. Define Interpersonal skills. Discuss the role of interpersonal skills in resolving conflict with seniors and juniors.

5. Write a detailed note on Group Dynamics.

Unit III

6. Describe the difference between work groups and work teams.

7. Give a detailed account of the seven C's.

Unit IV

8. What are the features of an effective resume ? Prepare a resume in a proper format.

9. Describe the main types of job application letters.