

Roll No.

Total Pages : 02

BCA/M-22

1877

BCA-126

Personality Development

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) Deranged personality
 - (b) Oral presentation
 - (c) Group Dynamics
 - (d) Types of Interviews.

Unit I

2. Explain the advantages as well as the disadvantages of written form of communication. 16
3. Discuss the basic social etiquettes. 16

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Unit II

4. Discuss the factors that are responsible for blocking Interpersonal Skills. 16
5. Attempt a detailed account of the various things that have to be taken care of while dealing with Juniors. 16

Unit III

6. Discuss in detail the ingredients and advantages of Group Discussion. 16
7. Attempt a detailed account of effective presentation skills. 16

Unit IV

8. Attempt a detailed account of the various factors responsible for the success of an interview. 16
9. Draft an application for the post of a Sales Executive and also write down the resume. 16