

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.

## 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.