

(i) Printed Pages : 2

Roll No.

(ii) Questions : 9

Sub. Code :

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Exam. Code :

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Bachelor of Business Administration 2nd Semester

(2053)

**PERSONALITY DEVELOPMENT AND PROFESSIONAL
SKILLS**

Paper : BBA-125

Time Allowed : Three Hours]

[Maximum Marks : 80

Note :—(1) Attempt **four** questions from Section A.

(2) Attempt any **two** questions from Sections B & C.

SECTION—A

1. Attempt any **four** questions :

- (a) Explain unethical negotiation.
- (b) What are self management techniques ?
- (c) Differentiate efficient and inefficient reading.
- (d) Discuss the importance of time management skills.
- (e) What is an unacceptable team behaviour ?
- (f) Define email-etiquettes.

4×5

SECTION—B

2. Define self concept. Discuss the various factors affecting self concept.

3. What is creativity ? Discuss the techniques of enhancing creativity among individuals.
4. What are problem solving skills ? Discuss how to improve problem solving skills.
5. Discuss the techniques of public speaking. How can we overcome the nervousness in public speaking ? 15×2

SECTION—C

6. Define non-verbal communication. Discuss the ways to improve non-verbal communication.
7. Discuss the essentials of team. Explain in detail an effective team behaviour.
8. What is conflict ? What are the various sources of conflict ?
9. Explain stress management. Discuss the different strategies of reducing stress. 15×2