

Unit-I PDBS QUESTION BANK

Short answer questions

1. What do you understand by the term personality?
2. What are the key soft skills for personality development?
3. State the techniques of personality development.
4. What do you understand by soft skills?
5. What is positive attitude?
6. Define personality development.
7. List the behavioral traits that you may possess.
8. Discuss time management as an important aspect of soft skills.
9. Why is it important to develop soft skills?
10. Differentiate between problem solving and flexibility.
11. How do you develop your soft skills?
12. List the similarities between leadership qualities and team work.
13. Discuss the importance of communication in soft skills.
14. Define flexibility/adjustment in terms of personality development.
15. Define problem solving skills.

Long answer questions

1. Discuss the traits of a healthy and winning personality.
2. Write in detail the journey of any successful personality.
3. What are the various aspects of soft skills for personal and professional development?
4. List the qualities of a good leader.
5. Interpret the statement “Soft skills are important in personal and professional development of our lives”.

UNIT-II

Short answer questions

1. Write a note on non-verbal communication.

2. What is the role of body language in making presentations?
3. What are the main types of gestures?
4. Write about oculosics.
5. Write about haptics.
6. Define proxemics.
7. Define vocalic.
8. Discuss the role of public space, intimate space, social space, personal space, territorial space in proxemics.
9. Write the importance of non verbal communication?
10. How do you interpret body language?
11. What are the reasons to study body language?
12. How do you evaluate body language in building inter personal relationships?
13. Define gestures with an example.
14. How can you make a presentation more effective?
15. Distinguish between verbal and non-verbal communication.

Long answer questions

1. Explain body language.
2. What are the characteristics of nonverbal communication and discuss its importance in oral communication?
3. Explain kinesics.
4. Explain the importance of body language in interviews?
5. What are the salient features of body language required in group discussions?

UNIT-III

Short answer questions

1. What techniques will you adopt as a team leader to improve the performance of your team?
2. What are the qualities of a team leader?
3. What are the features of team presentation?
4. List the characteristics of high-performing teams.
5. List the obstacles to effective team work.

6. Write about the measures to be taken in overcoming obstacles to effective team work.
7. Write about different type of teams or team models.
8. Write about role of an individual in a team.
9. Discuss effective presentation of a team.
10. Write about the guide lines for project presentation.
11. Write about the value of question and answer time in presentations.
12. Write about the effect of power point presentation.
13. How do you test your team work skills?
14. What are the characteristics of effective team?
15. What are the difficulties faced in inter group collaboration?
16. Define forming and storming in terms of Team Development.
17. Discuss the stages of forming and performing in terms of Team development.
18. Explain the role of individual in a team.
19. Explain the role of Team leader in a team.
20. List the different types of teams.

Long answer questions

1. What are the features of Team presentation?
2. Explain effective team management skills.
3. Explain the stages of team development.
4. Explain the role of team leader in team building.
5. Explain the role of individual in project presentations.

UNIT-IV

Short questions

1. Define chronemics .
2. Explain the importance of time management.
3. Define self-awareness and empathy according to emotional intelligence
4. What is meant by stress in career building?
5. List the ways of improving time management skills?
6. Define emotional intelligence.

7. Write the importance of perceiving emotion as a one dimension of emotional intelligence.
8. What are self awareness/self regulation/motivation/empathy/social skills?
9. Examine the dimensions of emotional intelligence.
10. What is the role of emotional intelligence in communication?
11. What is meant by conflict management?
12. List out the characteristics of emotional intelligence,
13. How can you handle conflicts in the work place?
14. List the elements of emotional intelligence.
15. List the useful tips for handling conflict management.
16. What are the Stages of conflict?
17. What is meant by relationship management?
18. Describe the qualities of people with low emotional intelligence.
19. List the bad and good distractions according to time management.
20. List the strategies of stress management.

Long answer questions

1. What are the techniques of stress management?
2. Discuss the key skills in emotional intelligence frame work.
3. Analyze the qualities that describe the people with low emotional intelligence.
4. Justify the importance of developing emotional intelligence.
5. Discuss the techniques of conflict management.

UNIT-V

Short answer questions

1. What is multimedia in communication?
2. Discuss the types of multimedia.
3. What is the role of multimedia in business?
4. What is the biggest transformation you see among school, college and industry?

5. How is the social media helpful in improving communication skills in students?
6. What are the negative impacts of social media?
7. How can multimedia help grow an individual in an economic way?
8. Are social networking platforms successful in bridging the gap between two individuals?
9. What is video conferencing?
10. What are the benefits of video conferencing?
11. What do the next five years look like in electronic media?
12. Give your opinion of the major threats posed by a social networking platform on the people due to their lack of knowledge.
13. Do you support the movement of providing free internet to every citizen in India. If so give reasons?
14. Evaluate the importance of social networking sites.
15. What is the role of multimedia in education?
16. What is the role of multimedia in public places?
17. "Social Networking sites are user friendly" Justify your answer.
18. How does professional social network help people establish their brand online?
19. Interpret the statement, "Technology has changed the way, we communicate"
20. What are the positive impacts of social media?

Long answer questions

1. What is the role of multimedia in today's society and information technology?
2. Discuss how technology has changed the way we communicate.
3. What are the various measures the leading social networking websites are taking to help one communicate with the other?
4. List out the pro's and con's of social networking.
5. Analyze the recent trends in professional communication.

