

PERSONALITY

Q 1. Define personality.

Ans. Personality is the complex of physical & mental characteristics that make one unique from other people. Personality is the identity of one. It is the sum total of inherent and acquired characteristics of an individual.

Q 2. What do you mean by “Personality Development” ?

Ans. Personality development is developing the personality so as to create a strong positive impression about self with the target group.

Q 3. What are the “core life skills” which helps in enhancing the personality of an individual?

Ans. Core life skills which helps in enhancing the personality of an individual are:

- | | |
|---------------------------|----------------------------|
| a) Self Awareness | b) Empathy |
| c) Critical Thinking | d) Creative thinking |
| e) Problem solving skills | f) Decision Making |
| g) Interpersonal relation | h) Effective communication |
| j) Coping with emotion | k) Coping with Stress |

Q 4. Name the factors which influence in shaping personality.

- Ans.
- | | |
|------------------|------------------|
| a) Physical | b) Social |
| c) Psychological | d) Philosophical |

Q 5. Name various types of skills.

- Ans
- | | |
|----------------------|----------------------|
| a) Literary Skills | b) Language skills |
| c) Functional skills | d) Vocational Skills |
| e) Vocational Skills | f) Sports Skill |
| g) Cultural Skills | h) Life skills |

Q 6. Name the physical & social factors which have a lasting effect on an individual's personality.

- Ans
- | | | |
|---------------|---------------------|----------------|
| a) Hereditary | b) Self Development | c) Environment |
| d) Education | f) Life situation | |

Q 7. Name the psychological & philosophical factors influencing individual's personality.

- Ans
- | | |
|--------------------|----------------------|
| a) Past Experience | b) Dreams & Ambition |
| c) Self image | d) Values |

Q 8. Name few dimensions of self awareness.

- Ans.
- | | | |
|---------------------|---------------------|--------------------|
| a) Self realization | b) Self exploration | c) Self Confidence |
| d) Self Talk | e) Self Motivation | f) Self Esteem |
| g) Self Image | h) Self Control | j) Self purpose |
| k) Uniqueness | l) Personality | m) Values |
| n) Attitude | o) Character | |

Q 9. Define Empathy in Self Awareness.

Ans. Empathy is the ability to understand and accept others who are different from us. It is the ability to imagine what it is like for another person by putting oneself in other persons place /situation and understand what he or she is going through.

Q 10. Why is Effective Communication Important in personality development.

Ans. Communication is a basic skill and forms the foundation of personality development. We communicate to give information, express our feelings, solve problems / arguments / conflicts, to show that we care etc. People who communicate effectively know how to interact with others flexibly, skillfully and responsibly.

Q 11. Write few communication barriers that occur while speaking.

Ans. (a) Unclear message (b) Lack of consistency in the communication process
(d) Not understanding the receiver (e) Poor eye contact

Q 12. Write few communication barriers that occur while listening.

Ans. (a) Interrupting the speaker
(b) Not maintaining eye contact with the speaker.
(c) Rushing the speaker to complete what he has to say
(d) Being distracted by something that is not part of the ongoing communication
(e) Making the speaker feel as though he is wasting the listener's time.

Q 13. Name some of the barriers of 'Communication'.

Ans. (a) Linguistic barriers (b) Psychological barriers (c) Environmental barriers
(d) Content related barrier (e) Method related (f) Sender and Receiver related.

Q 14. Write down factors that causes "Communication Gap".

Ans. (a) The hierarchy (not able to question higher authority for clarification).
(b) Conflict of interest (e.g. personal interest versus the parental expectations).
(c) The level of motivation that one holds. (e.g. I do not care, things can wait).
(d) Perception (e.g. nobody understands me).
(e) Psychological factors (e.g. fear of authority and power).
(f) Stress (e.g. stress due to exams/work/personal pressure and hence misunderstand the communication).

Q 15. Write any 05 Leadership traits.

Ans. (a) Alertness (b) Bearing (c) Courage (d) Decisiveness (e) Dependability
(f) Endurance (g) Enthusiasm (h) Initiative (i) Integrity (j) Judgment (k) Justice (l) Knowledge (m) Loyalty (n) Sense of humour.

Q 16. Name the types of leadership styles and explain one of them.

Ans. Basically there are two styles of leadership. It must however be realized that there is a wide range of styles between the two extremes, the Autocratic style of leadership and Democratic style of leadership.

Autocratic Style: The traditional autocratic style implies the total concern for mission accomplishment with little or no concern for human relations.

Democratic Style: This is also known as non directive style. This stresses the concern for human relationships.

Q 17. How does **Time management skill** help you in your development.

Ans. By learning Time management skills, one can

- (a) Reduce or eliminate wasted time and effort so one will have more productive time each day.
- (b) Improve one's productivity so one can accomplish more with less effort.
- (c) Focus one's time and energy on what is most important & make time for the things one want and value. Thus help one find greater balance and fulfillment.
- (d) Improve one's performance while reducing stress.
- (e) Set and achieve one's long-term goals.

Q 18. Write some of the **Time wasters** under Time management skill.

Ans. (a) Telephone (b) Visitors (c) Paper (d) Indecision (e) T.V (f) Socializing

Q 19. Name 05 basic principles of **Time management**.

Ans. (a) Develop a Personal sense of time (b) Identify long-term goals (c) Weekly & Daily planning (d) Make the best use of your best time (e) Organising Paper work (f) Make use of committed time (g) Manage your health (h) Organise office work (i) Delegate effectively.

Q 20. Define '**Conflict**' under personality development & leadership.

Ans. Conflict is a condition that exists when two sets of demands, goals or motives are incompatible or unmatchable. Negotiation is treated as an important way of resolving conflict.

Q 21. Write down the techniques for **resolving conflicts**.

Ans. (a) Confrontation and problem solving leading to Win-Win (b) Tactfulness (c) Disarm the Opposition (d) Cognitive restructuring (e) Appeal to Third party (f) The Grievance procedure

Q 22. Write on need of **Etiquette** in personality development.

Ans. (a) Etiquette makes one a cultured individual who leaves one's mark wherever one goes.

(b) Etiquette teaches one the way to talk, walk and most importantly behave in the society.

(c) Etiquette is essential for an everlasting first impression. The way one interact with one's parents, friends, teachers, superiors, speak a lot about one's personality and up-bringing.

(d) Etiquette enables the individuals to earn respect and appreciation in the society and helps individuals to value relationships.

Q 23. List any **05 poor mannerism** you observed amongst you.

Ans. (a) Eating with mouth open (b) Picking nose in the public (c) Biting nails
(d) Spitting in the public (e) Coughing and yawning without covering mouth
(f) Not saying Please and Thank you (g) Not saying 'Excuse me' when trying to
get pass someone (h) Ridiculing someone for his physical limitations and
shortcomings. (i) Barging one someone's room without permission.

Q 24. Define **Value / Ethics** and list any **05** important Values in a day to day life.

Ans. 'Value' means a standard of behaviour and 'Ethics' in turn means a set of moral principles that a govern a person's behavior.

A few important values in a day to day life are:

(a) Honesty (b) Integrity (c) Purity (d) Discipline (e) Selflessness (f) Loyalty
(g) Fairness (h) Equality (i) Trust (j) Support (h) Respect etc