

		Parul University Faculty of Engineering and Technology Parul Institute of Engineering and Technology CDC Department		
Subject Name	Professional Grooming & Personality Development		A.Y	2025-26
Subject Code	303193252		Semester	4
Chapter-1				
Sr No	Question	COs	B.T	
1	Define self-development.	CLO 1	Remember (B1)	
2	Why is self-assessment important for personal growth?	CLO 1	Understand (B2)	
3	List the steps involved in self-assessment.	CLO 1	Remember (B1)	
4	Explain the difference between self-awareness and self-improvement.	CLO 1	Understand (B2)	
Long Answer / Application				
1	Discuss the process of creating a personal development plan (PDP).	CLO 1	Apply (B3)	
2	How can regular feedback help in self-assessment?	CLO 1	Analyze (B4)	
3	Explain how self-development contributes to professional success.	CLO 1	Evaluate (B5)	
Career Planning				
Short Answer Questions				
1	Discuss how SWOT analysis can be used in career planning.	CLO 1	Analyze (B4)	
2	Prepare a short-term and long-term career plan for yourself.	CLO 1	Apply (B3)	
3	How does career planning lead to professional stability?	CLO 1	Evaluate (B5)	
Personal & Professional Development				
Short Answer Questions				
1	Define professional development.	CLO 1	Remember (B1)	

2	Differentiate between personal and professional development.	CLO 1	Understand (B2)
3	Mention any two methods of professional learning.	CLO 1	Remember (B1)
	Long Answer / Application		
1	Explain the importance of continuous learning in personal and professional growth.	CLO 1	Understand (B2)
2	Discuss key components of a professional development plan.	CLO 1	Analyze (B4)
3	How can reflection help improve professional competence?	CLO 1	Evaluate (B5)
	4. Types of Mindset & Skills – Conflict Management		
	Short Answer Questions		
1	Differentiate between fixed and growth mindset.	CLO 1	Understand (B2)
2	What are hard skills and soft skills?	CLO 1	Remember (B1)
3	Define conflict management.	CLO 1	Remember (B1)
	Long Answer / Application		
1	Explain the steps to resolve workplace conflicts effectively.	CLO 1	Apply (B3)
2	Discuss how mindset affects conflict resolution.	CLO 1	Analyze (B4)
3	Illustrate a workplace scenario where emotional intelligence helps manage conflict.	CLO 1	Apply (B3)
	5. SWOT Analysis		
	Short Answer Questions		
1	What does SWOT stand for?	CLO 1	Remember (B1)
2	Why is SWOT analysis important for self-development?	CLO 1	Understand (B2)
	Long Answer / Application		

1	Conduct a personal SWOT analysis.	CLO 1	Apply (B3)
2	Discuss the use of SWOT in academic or career planning.	CLO 1	Evaluate (B5)
	6. Corporate Etiquettes		
	Short Answer Questions		
1	Define corporate etiquette.	CLO 2	Remember (B1)
2	List any three basic corporate manners.	CLO 2	Remember (B1)
3	Why is punctuality important in corporate life?	CLO 2	Understand (B2)
	Long Answer / Application		
1	Discuss the role of etiquette in building a professional image.	CLO 2	Analyze (B4)
2	How do communication skills enhance corporate behavior?	CLO 2	Evaluate (B5)
3	Prepare a case study showing poor corporate etiquette and its impact.	CLO 2	Apply (B3)
	7. Telephone Etiquettes & Small Talk		
	Short Answer Questions		
1	What is telephone etiquette?	CLO 2	Remember (B1)
2	Mention any three points to remember while answering professional calls.	CLO 2	Remember (B1)
3	Define small talk and its purpose in business settings.	CLO 2	Understand (B2)
	Long Answer / Application		
1	Discuss the importance of tone and clarity in phone communication.	CLO 2	Analyze (B4)
2	Role play: A conversation demonstrating effective small talk with a client.	CLO 2	Apply (B3)
3	What are common mistakes to avoid during telephone conversations?	CLO 2	Evaluate (B5)
	8. Etiquettes for Foreign Business Trips		

	Short Answer Questions		
1	Why is cross-cultural etiquette important?	CLO 2	Understand (B2)
2	List any two tips for international meetings.	CLO 2	Remember (B1)
3	What should be avoided when interacting with foreign delegates?	CLO 2	Understand (B2)
Long Answer / Application			
1	Discuss the importance of understanding cultural diversity in business travel.	CLO 2	Analyze (B4)
2	Prepare a checklist of do's and don'ts for foreign business trips.	CLO 2	Apply (B3)
3	Describe a scenario where cultural misunderstanding led to a communication barrier.	CLO 2	Evaluate (B5)
9. Respecting Privacy & Learning to Say No			
Short Answer Questions			
1	Why is respecting privacy important in professional life?	CLO 5	Understand (B2)
2	What does assertiveness mean?	CLO 5	Remember (B1)
3	How can one say 'no' politely without offending others?	CLO 5	Apply (B3)
Long Answer / Application			
1	Explain how personal boundaries help maintain professionalism.	CLO 5	Analyze (B4)
2	Write a scenario showing a polite and respectful refusal.	CLO 5	Apply (B3)
3	How can saying 'no' enhance work-life balance?	CLO 5	Evaluate (B5)
10. Listening Skills – Inquiry-Based Listening			
Short Answer Questions			
1	Define listening skills.	CLO 3	Remember (B1)
2	What is inquiry-based listening?	CLO 3	Understand (B2)

3	Mention two barriers to effective listening.	CLO 3	Remember (B1)
	Long Answer / Application		
1	Explain techniques to improve active listening.	CLO 3	Apply (B3)
2	Role play: A conversation where inquiry-based listening is applied.	CLO 3	Apply (B3)
3	Discuss how listening enhances interpersonal communication.	CLO 3	Analyze (B4)
	11. Reading Skills & Reading Comprehension		
	Short Answer Questions		
1	What are reading comprehension skills?	CLO 4	Remember (B1)
2	Name two techniques for improving reading speed.	CLO 4	Understand (B2)
3	Why is skimming and scanning important?	CLO 4	Understand (B2)
	Long Answer / Application		
1	Conduct a reading comprehension test and analyze your results.	CLO 4	Apply (B3)
2	How does reading improve professional knowledge?	CLO 4	Analyze (B4)
3	Discuss different strategies to interpret text meaningfully.	CLO 4	Evaluate (B5)
	12. Public Speaking		
	Short Answer Questions		
1	Define public speaking.	CLO 3	Remember (B1)
2	Mention two qualities of an effective speaker.	CLO 3	Understand (B2)
3	What is stage fear?	CLO 3	Remember (B1)
	Long Answer / Application		
1	Explain the importance of voice modulation and body language in public speaking.	CLO 3	Analyze (B4)

2	Prepare a short speech on "Professional Growth through Communication."	CLO 3	Create (B6)
3	Discuss techniques to overcome public speaking anxiety.	CLO 3	Evaluate (B5)