

		<b>Parul University</b> <b>Faculty of Engineering and Technology</b> <b>Parul Institute of Engineering and Technology</b> <b>CDC Department</b>			
<b>Subject Name</b>	Professional Grooming & Personality Development	<b>A.Y</b>			
<b>Subject Code</b>	303193252	<b>Semester</b>			
<b>Assignment-1</b>					
<b>Sr No</b>	<b>Question</b>	<b>COs</b>	<b>B.T</b>	<b>Competence</b>	
<b>1</b>	Define soft skills and explain why they are important for both personal and professional development.	Short Answer	CLO 1	<b>1</b>	<b>Remember</b>
<b>2</b>	Differentiate between Fixed Mindset and Growth Mindset with suitable examples.	Short Answer	CLO 1	<b>2</b>	<b>Understand</b>
<b>3</b>	Explain the importance of professional etiquette in workplace communication.	Short Answer	CLO 2	<b>2</b>	Understand

		Short Answer	<b>1</b>	
<b>4</b>	Wh at are tele pho ne etiq uett es? List any five rule s you mus t follo w duri ng a prof essi onal call.	CLO 2	Remember	
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<b>5</b>	What is assertiveness? Explain any two ways to be assertive in a professional environment.	Short Answer	CLO 5	<b>3</b>	Apply
<b>6</b>	Define Inquiry-Based Listening. Why is it important for effective communication?	Short Answer	CLO 3	<b>2</b>	Understand
<b>7</b>	Conduct a SWOT Analysis of yourself and explain how it helps in career planning and self-development. Provide real-life examples.	Long Answer	CLO 1	<b>3</b>	Apply
<b>8</b>	Explain “Etiquette for Foreign Business Trips builds global professionalism.” Cover: travel, meeting, dining etiquette & cultural sensitivity.	Long Answer	CLO 2	<b>3</b>	Apply
<b>9</b>	Describe the role of listening & reading comprehension skills in organizational communication—support with examples.	Long Answer	CLO 3 & CLO 4	<b>3</b>	Apply
<b>10</b>	Prepare a speech (250–300 words) on “The Importance of Soft Skills in the Modern Workplace.”	Long Answer	CLO 3	<b>3</b>	Apply
<b>11</b>	Public Speaking Video: 2-minute video on “My Journey of Personal & Professional Development.”	Activity	CLO 3	<b>3</b>	Apply
<b>12</b>	Reading/Listening Comprehension Test (faculty to provide passage or audio).	Activity/Test	CLO 4	<b>5</b>	Evaluate