

			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	
		Assignment-1				
Sr No	Question			COs	B.T	Competence
1	Define soft skills and explain why they are important for both personal and professional development.		Short Answer	CLO 1	1	Remember
2	Differentiate between Fixed Mindset and Growth Mindset with suitable examples.		Short Answer	CLO 1	2	Understand
3	Explain the importance of professional etiquette in workplace communication.		Short Answer	CLO 2	2	Understand

4	<p>What are telephone etiquettes? List any five rules you must follow during a professional call.</p> <p>What are telephone etiquettes? List any five rules you must follow during</p>	Short Answer	CLO 2	1	Remember
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	ng a prof essi onal call.				
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5	What is assertiveness? Explain any two ways to be assertive in a professional environment.	Short Answer	CLO 5	3	Apply
6	Define Inquiry-Based Listening. Why is it important for effective communication?	Short Answer	CLO 3	2	Understand
7	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	3	Apply
8	Explain “Etiquette for Foreign Business Trips builds global professionalism.” Cover: travel, meeting, dining etiquette & cultural sensitivity.	Long Answer	CLO 2	3	Apply
9	Describe the role of listening & reading comprehension skills in organizational communication—support with examples.	Long Answer	CLO 3 & CLO 4	3	Apply
10	Prepare a speech (250–300 words) on “The Importance of Soft Skills in the Modern Workplace.”	Long Answer	CLO 3	3	Apply
11	Public Speaking Video: 2-minute video on “My Journey of Personal & Professional Development.”	Activity	CLO 3	3	Apply
12	Reading/Listening Comprehension Test (faculty to provide passage or audio).	Activity/Test	CLO 4	5	Evaluate