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BMS College of Engineering, Bangalore-560019

(Autonomous Institute, Affiliated to VTU, Belgaum)

January 2017 Semester End Make Up Examinations

Course: Personality Development and Communication
Course Code: 15HS1ICPDC

Duration: 3 hrs
Max Marks: 100
Date: 19.01.2017

Instructions: Answer any Five full questions choosing one from each unit.

UNIT 1

1. a. How do you define attitude? 3
- b. What are the various ways of forming good habits? Elaborate 7
- c. What are Personality Traits? How do you develop positive personality traits? 10

UNIT 2

2. a. What is low self-esteem? 3
- b. Discuss the steps to improve low self-esteem. 7
- c. What are the traits of an effective leader? Discuss various types of leaders 10

OR

3. a. Differentiate between a Team and a Group. 3
- b. What are the various ways of building self-motivation? Explain 7
- c. You are asked to form a cultural team for your college. Explain the Five Stage Model of Team development. 10

UNIT 3

4. a. What is Time Management? 3
- b. Discuss briefly the effective time management techniques. 7
- c. How do you cope up with Stress? Explain your strategies. 10

UNIT 4

5. a. What do you mean by nonverbal communication? 3
- b. Elaborate on 7C's of effective communication. 7
- c. Explain briefly the 3*3 process in writing a report. 10

UNIT 5

6. a. What do you mean by a routine letter? 3
- b. Discuss the stages involved in negotiation process 7
- c. Write a letter to ABC company, Mumbai, claiming for the replacement of defective RayBan sunglasses which you received through an online order. 10

OR

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| 7. | a. | What is a Report? | 3 |
| | b. | How do you design and deliver a presentation? Explain briefly. | 7 |
| | c. | TCS has invited applications for the post of “Programmer”. The advertisement has appeared in Times of India Newspaper. Apply for the same by writing a covering letter and Resume. | 10 |
