

- Q.25 Discuss the different types of motivation
- Q.26 Explain the 7c's of communication skills
- Q.27 Explain the qualities of a good leader
- Q.28 Explain the essentials of a good resume
- Q.29 Explain the types of interviews.
- Q.30 Differentiate the gesture and posture in body language
- Q.31 Explain the process of communication
- Q.32 Explain the factor affecting presentation skills
- Q.33 Explain the barriers of communication
- Q.34 Discuss the dress code, how it is helpful to develop in professional life
- Q.35 Explain the business ethics and its type

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Define presentation skills ? write in details the 7 c's of a good presentation.
- Q.37 Define leadership and the process and types of leadership?
- Q.38 Define communication. Differentiate the verbal and non verbal communication in details.

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Time : 3Hrs.

M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 Individual difference occur among children due to
a) Heredity only b) Environment only
c) Growth d) Both B & C
- Q.2 Which of the following is NOT an internal motivational force
a) Goals b) Needs
c) Attitudes d) Feedback
- Q.3 _____ is increasing leadership rapidly
a) Strategy
b) Command
c) Control
d) Getting others to follow
- Q.4 Exchange of ideas between two or more person is ____

- a) Understanding b) Telling
c) Communication d) Speaking
- Q.5 The person who transmit the message is called ____
a) Sender b) Gives
c) Taker d) Receiver
- Q.6 Communication is a part of ____ skills
a) Soft b) Hard
c) Rough d) Short
- Q.7 Major determinants of personality ____
a) Biological b) Situation
c) Both A and B d) None of the above
- Q.8 Which of these is most important tool of communication ?
a) Body language b) Gestures
c) language d) Posture
- Q.9 The three major elements of Presentation do not include ?
a) Visual aids b) A presenter
c) An audience d) Specific Content
- Q.10 How many pages should a resume be
a) One b) Two
c) It doesn't matter d) At least 10

(2)

184143

SECTION-B

Note: Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 Define resume writing.
- Q.12 Name the different theories of motivation
- Q.13 Define feedback
- Q.14 Define free-rein leadership style
- Q.15 Define public speaking
- Q.16 The response to a sender message is called feedback (True/False)
- Q.17 Communication is a nonstop process (True/False)
- Q.18 It is easy for people with low self confidence to make new friends. (True/False)
- Q.19 What is verbal communication ?
- Q.20 Define self esteem

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Define values and its type
- Q.22 Differentiate the oral and written communication
- Q.23 Enlist the content to be used in resume writing
- Q.24 Explain the factors which affect motivation

(3)

184143