

- Q.34 Explain the types of interviews.
Q.35 Differentiate the gesture and posture in body language.

SECTION-D

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

No. of Printed Pages : 4

Roll No.

124153

**5th Sem / Financial Account & Auditing, OMCA
Sub. : Personality Development, Ethics and Values**

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Exchange of ideas between two or more person is _____.
a) Understanding b) Telling
c) Communication d) Speaking
- Q.2 The person who transmits the message is called _____.
a) Sender b) Gives
c) Taker d) Receiver
- Q.3 Communication is a part of _____ skills.
a) Soft b) Hard
c) Rough d) Short
- Q.4 Major determinants of personality _____.
a) Biological b) Situation
c) Both A and B d) None of above
- Q.5 Individual difference occur among children due to
a) Heredity only b) Growth
c) Environment only d) Both B & C

(100)

(4)

124153

(1)

124153

Q.6 Which of the following is NOT an internal motivational force

- a) Goals b) Needs
- c) Attitudes d) Feedback

Q.7 _____ is increasing leadership rapidly.

- a) Strategy
- b) Command
- c) Control
- d) Getting others to follow

Q.8 Which of these is the 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

SECTION-B

Note: Objective type questions. All questions are compulsory. $(10 \times 1 = 10)$

Q.11 The response to a sender message is called feedback. True/False

Q.12 Communication is a non stop process. True/False

Q.13 It is easy for people with low self confidence to make new friends. True/False

Q.14 What is verbal communication?

Q.15 Define self esteem.

Q.16 Define resume writing.

Q.17 Name the different theories of motivation.

Q.18 Define feedback.

Q.19 Define free-rein leadership style.

Q.20 Define public speaking.

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. $(12 \times 5 = 60)$

Q.21 Explain the process of communication.

Q.22 Explain the factor affecting presentation skills.

Q.23 Explain the barriers of communication.

Q.24 Discuss the dress code, how it is helpful to develop in professional life.

Q.25 Explain the business ethics and its type.

Q.26 Define values and its type.

Q.27 Differentiate the oral and written communication.

Q.28 Enlist the content to be used in resume writing.

Q.29 Explain the factors which affect motivation.

Q.30 Discuss the different types of motivation.

Q.31 Explain the 7c's of communication skills.

Q.32 Explain the qualities of a good leader.

Q.33 Explain the essentials of a good resume.