

- 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.

No. of Printed Pages : 4 184143
 Roll No.

4th Sem / Branch : Finance Account & Auditing
Subject:- Personality Development, Ethics & Values

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

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