

- .5 Face to Face conversation is described as
 a) Interview b) Inquiry
 c) both d) None of these
- Q.6 A positive leader always _____ people satisfaction
 a) Increase b) Decrease
 c) both d) None of these
- Q.7 The oldest form of communication is _____
 a) Writing b) Speech
 c) both d) None of these
- Q.8 The forecast skill required for _____
 a) Learning b) Reading
 c) Speaking d) Listening
- Q.9 The primary skill to acquire knowledge is _____
 a) Learning b) Reading
 c) Speaking d) Listening
- Q.10 Reading is a process _____
 a) Coding b) Decoding
 c) both d) None of these

SECTION-B

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

- Q.11 Heredity refers to those that were determined conception. (True/False)

(2)

184143

- Q.12 Self esteem is an individual general feeling of self worth. (True/False)
- Q.13 Time is equated with Money. (True/False)
- Q.14 Communication can be formal and informal. (T/F)
- Q.15 The need-hierarchy theory of motivation is given by Maslow. (T/F)
- Q.16 Dress sense is an attribute of personality development. (True/False)
- Q.17 Soft spoken is speaking skills. (True/False)
- Q.18 Resume writing is technique is part of interview process. (True/False)
- Q.19 Initiative is traits of leadership. (True/False)
- Q.20 Ethics refers to principles, value and beliefs. (True/False)

SECTION-C

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

- Q.21 Define the concept of personality.
- Q.22 Explain factors affecting confidence building.
- Q.23 Explain the essentials of resume writing.
- Q.24 Explain presentation skills.
- Q.25 State the various types of Values.

(3)

184143