

Time: 3hrs.**Max Marks 50****Section-A****Note: Multiple type Questions. All questions are compulsory****5x1=5**

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| Q 1. | Self-discovery helps figure out. | |
| | a) Passions | b) Interests |
| | c) Strength and weaknesses | d) all of the above |
| Q 2 | Body language does not include. | |
| | a) Gestures | b) Sign language |
| | c) Body posture | d) touch |
| Q 3 | To make a good first impression | |
| | a) Make eye contact | b) Smile |
| | c) Be authentic | d) all of the above |
| Q 4. | Examining yourself requires | |
| | a) Self-awareness | b) Self-consciousness |
| | c) Interaction with others | d) All of the above |
| Q 5. | Positive attitude | |
| | a) Reduces stress | b) Changes your perception |
| | c) Demotivates you | d) Both a and b |

Section-B**Note: Objective type Questions. All questions are compulsory.****5x1=5**

- Q 6 What is a SWOT grid?
- Q 7 Give one example of positive attitude.
- Q 8 Define correspondence.
- Q 9 Define email.
- Q 10 Give one example of a SWOT opportunity.

Section-C**Note: Short answer type Questions. Attempt any six questions out of eight questions.****6x5=30**

- Q 11 What is a SWOT grid?
- Q 12 What is body language
- Q 13 Define the first impression.
- Q 14. What are the four types of values?
- Q 15 What are good leadership skills?
- Q 16 Why is a positive attitude important?
- Q 17 List different forms of correspondence.
- Q 18 What is an office order?

Section-D**Note: Long answer Questions. Attempt any one question out of two questions.****1x10=10**

- Q 19 What are the importance and benefits of self-discovery?
- Q 20 You are a sales representative for your company. Write a letter to Mr. Kapoor of ABC Enterprises, introducing your new product. Be sure to give details about your product/service.