

- Q.26 Discuss the qualities of a good leader
 Q.27 How group discussion help's in personality development
 Q.28 Explain the 7 c's of communication
 Q.29 Explain the different types of interviews
 Q.30 How dress code is important in professional life
 Q.31 What are the course of low motivation.
 Q.32 Explain the determinants of personality development
 Q.33 Explain the types of leadership
 Q.34 How gesture and posture plays an important role in personality development
 Q.35 Different between verbal and non verbal communication

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Define body language and the types of body language in details.
 Q.37 Define communication and the process and types of communication.
 Q.38 Define resume writing, explain the content of a resume, and list the information given in a good resume.

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4th Sem / Fin., Acc. & Aud.
Subject:- Personality Development , Ethics & Values

Time : 3Hrs. M.M. : 100

SECTION-A

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

- Q.1 Communication helps officials to the employee _____
 a) Eliminate b) Motivate
 c) Threaten d) Apprise
- Q.2 Which of the following factors effect personality
 a) Physical determinants
 b) Psychological determinants
 c) Environmental determinants
 d) Experimental determinants
- Q.3 Your resume is a tool with one specific purpose
 a) To get a job b) to win an interview
 c) to discuss salary d) none
- Q.4 Which of the following is not a resume format
 a) Chronological b) Portfolio
 c) Functional d) Combination

Q.5 The foremost skill required for learning a language is _____

- a) Writing skill b) reading skill
- c) speaking skill d) listening skill

Q.6 The big step forward in communication is

- a) speaking b) reading
- c) writing d) none of above

Q.7 The word ethics stands for _____

- a) Substance b) Morality
- c) development d) none of above

Q.8 Values are not _____

- a) Static b) stable
- c) constant d) invariable

Q.9 Which of the following is not an internal motivational force

- a) Goal b) needs
- c) attitudes d) feed back

Q.10 Which of the following is not a quality of a good leader

- a) Attitudes b) communication
- c) decision making d) hyper active

SECTION-B

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

Q.11 Define leadership

Q.12 Define motivation

Q.13 Define communication

Q.14 Define personality development

Q.15 What is self esteem

Q.16 Define personal hygiene

Q.17 Define body language

Q.18 Define ethics & values

Q.19 Define public speaking

Q.20 Define resume

SECTION-C

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

Q.21 Define the business ethics and its type

Q.22 Write short note of body language

Q.23 Explain the difference between formal and informal communication

Q.24 Explain the process of communication

Q.25 Define presentation skills and explain 7 c's of presentation skills