

- Q.31 Define basic etiquette.
Q.32 Explain the form of ethics.
Q.33 How we can build confidence?
Q.34 What is basic personal hygiene?
Q.35 Explain the importance of body language?

Section-D

Note: Long answer questions. Attempt any two question out of three Questions. $(2 \times 10 = 20)$

- Q.36 Define leadership & explain its types.
Q.37 Define interview. What are the prerequisites of a good interview.
Q.38 Define resume. Give the format of resume for applying job.

No. of Printed Pages : 4
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**Sem. 4th Branch : Finance Account & Auditing
Subject : Personality Development, Ethics & Values**

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Multiple type Questions. All Questions are compulsory. $(10 \times 1 = 10)$

- Q.1 Resume is a word of which language
a) American b) German
c) Indian d) French
- Q.2 The three major element of presentation do not include?
a) An audience b) Specific content
c) Apresenter d) VisualAids
- Q.3 _____ communication is without the use of words.
a) Object communication
b) Written Communication
c) Oral Communication
d) Non verbal communication
- Q.4 Understanding a written text means
a) Reading comprehension
b) Extracting the required information
c) Both (a) & (b)
d) None of these

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- Q.5 What promotes a person to act in a certain way.
 a) Motive b) Motivation
 c) Both A & B d) None of these
- Q.6 The foremost skill required for learning a language is _____.
 a) Writing skill b) Reading skill
 c) Speaking skill d) Listening skill
- Q.7 Which of the following adopter have more opinion leadership in the society _____.
 a) Innovators b) Early majority
 c) Early adopter d) Late majority
- Q.8 Which among the following does not fall under the category of existence need?
 a) Monetary rewards b) Job security
 c) Food d) Friendship
- Q.9 Which of these are vital for any organisation?
 a) Debates b) Group discussions
 c) Speeches d) Arguments
- Q.10 _____ speaker looks in to the eye of the audience.
 a) Confident b) Impatient
 c) Rude d) Impolite

Section-B

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

- Q.11 A positive leader always increasing people satisfaction. (True/False)

- Q.12 The primary skill to acquire knowledge about everything in the world. (reading skills/writing skills)
- Q.13 Leader is that who influence others. (True/False)
- Q.14 Social responsibilities are mandatory in all organisations. (True/False)
- Q.15 Appreciation is the form of _____. (Motivation/participation)
- Q.16 Ethics refers to principles, values and beliefs. (True/False)
- Q.17 Interviews are conversations with _____. (Purpose/Fun)
- Q.18 Introvert is personality traits. (True/False)
- Q.19 _____ is the benefit of good personal hygiene.
- Q.20 Theory X and Y is given by McGregor. (True/False)

Section-C

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

- Q.21 Explain the importance of ethics.
- Q.22 Explain four qualities of good leader.
- Q.23 Explain four importance of social responsibility.
- Q.24 Explain four features of good resume.
- Q.25 Explain the determinants of personality.
- Q.26 Explain the importance of presentation skills
- Q.27 Explain communication skills.
- Q.28 Write types of listening.
- Q.29 Define Mock interview.
- Q.30 Explain the importance of values.