

- Q.23 Define active listening and explain its importance in effective communication.
- Q.24 Discuss the importance of a good Resume.
- Q.25 What is the scope of Public Speaking? Discuss.
- Q.26 How do personal values influence decision-making in ethical situations?
- Q.27 Explain different techniques of Interview.
- Q.28 What is corporate social responsibility, and why is it important in business ethics?
- Q.29 Describe the difference between intrinsic and extrinsic motivation.
- Q.30 Write a short note on "Dress Sense".
- Q.31 Define Democratic leadership and its impact on organizational culture.
- Q.32 What are the key qualities of an effective leader? Explain.
- Q.33 Describe the importance of audience analysis in public speaking.
- Q.34 What are some common signs of positive body language in a conversation?
- Q.35 How should one answer the "Tell me about yourself" question in an interview?

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
- Q.36 Describe the key qualities and skills that define effective leadership. How does leadership style impacts team dynamics and organizational culture?
- Q.37 Define Body Language. Explain different types of body language.
- Q.38 Explain the difference between ethics and values. How do personal values influence ethical decision-making in professional contexts? Provide an example of a situation where are your values played a role in making a difficult ethical choice.

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3rd Sem / DBM, DBM (IPM)

Subject:- Personality Development, Ethics and Values / Personality Dev. & Interview Skills

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 Our personalities developed as a result of the following.
- Genetic inheritance
 - environmental influences
 - Both of the above
 - none of these
- Q.2 The candidate asking the questions during the interview is known as _____
- Interviewer
 - Interviewee
 - Communicator
 - None of these
- Q.3 What is self confidence?
- A type of leadership style
 - A measure of an individual's self-worth and self-value
 - A form of non-verbal communication
 - None of the above

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- Q.4 Qualities of a good leader are
 a) Confident and focused
 b) Disciplined and enthusiast
 c) Responsible and tolerant
 d) All of the above
- Q.5 Motivating factors are
 a) Respect b) Recognition
 c) Interesting work d) All of the above
- Q.6 Presentation skills cover a variety of areas such as
 a) Structure of presentation
 b) Tone of voice
 c) Body language
 d) All of the above
- Q.7 What does non-verbal communication include?
 a) Written message
 b) Spoken words
 c) Public speaking skills
 d) Facial expression, gestures, and body language
- Q.8 Values are:
 a) Objective and universal
 b) Fixed throughout one's life
 c) Irrelevant in decision-making
 d) Subjective and can vary between individuals and cultures
- Q.9 What is non-verbal communication primarily associated with?
 a) Written messages b) Spoken words
 c) Body language d) Social media posts

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- Q.10 Ethics is concerned with:
 a) Dress code in the workplace
 b) Right and wrong behavior
 c) Public speaking techniques
 d) Leadership styles

SECTION-B

- Note:** Objective type questions(True/False). All questions are compulsory. (10x1=10)
- Q.11 Personality is influenced by both genetic and environmental factors. (T/F)
- Q.12 Verbal communication excludes body language and gestures. (T/F)
- Q.13 Ethics and values are essential in business for trust-building.(T/F)
- Q.14 Motivation improves efficiency of employees.(T/F)
- Q.15 Social responsibility is not a moral obligation on a company or an individual to take steps that are useful to society.(T/F)
- Q.16 A good resume outlines your background, skills and educational details. (T/F)
- Q.17 Democratic leadership involves team input in decision-making.(T/F)
- Q.18 Public speaking skills can be developed with practice. (T/F)
- Q.19 Effective communication requires strong listening skills. (T/F)
- Q.20 Values are NOT guiding principles in decision-making. (T/F)

SECTION-C

- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 What do you mean by personality development? Explain.
- Q.22 Describe the Presentation skills in detail.

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