

Q.10 A leader must develop a _____ so that the team may use it to reach goal. (blunder/strategy) (CO-3)

SECTION-B

Note: Short answer type questions. Attempt any six questions out of eight questions. (6x5=30)

Q.11 Discuss any five aspects of body language. (CO-2)

Q.12 What is SWOT analysis? (CO-1)

Q.13 What are the characteristics of a positive personality? (CO-2)

Q.14 What is the role of values in our career? (CO-2)

Q.15 What are the elements of a business letter? (CO-4)

Q.16 Why is it important to improve perceptual skills?(CO-2)

Q.17 What is the importance of knowing yourself? (CO-1)

Q.18 Discuss any five qualities of a leader. (CO-3)

SECTION-C

Note: Long answer type questions. Attempt any one questions out of two questions. (1x10=10)

Q.19 Write a letter to municipal commissioner for improving water supply in your locality. (CO-4)

Q.20 Write an office order informing the staff for new timings in the office. (CO-4)

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SECTION-A

Note: Very short answer type questions. All questions are compulsory (10x1=10)

Q.1 Write full form of e-mail. (CO-4)

Q.2 A _____ is the one who influences others and make to follow him. (follower/leader) (CO-3)

Q.3 What is positive attitude? (CO-2)

Q.4 What does letter "T" in SWOT analysis means? (CO-1)

Q.5 A person with a negative attitude always finds complaint against anyone. (True/False) (CO-2)

Q.6 Knowing yourself helps you to take control on your emotions and helps in decisions in an emotional state. (True/False) (CO-1)

Q.7 Attitude represents predisposition while value represents judgement. (True/False) (CO-2)

Q.8 Body language can't help to better understand and communicate with others. (True/False) (CO-2)

Q.9 The formal letters are written for _____ matters. (personal/business) (CO-4)