

- Q.34 Explain the types of interviews.
Q.35 Differentiate the gesture and posture in body language.

SECTION-D

- Note:** Long answer type questions. Attempt any two questions out of three questions. (2x10=20)
Q.36 Define communication. Differentiate the verbal and non verbal communication in details.
Q.37 Define presentation skills? Write in details the 7c's of a good presentation.
Q.38 Briefly Explain the theories of motivation?

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M.M. : 100

SECTION-A

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

- Q.1 Exchange of ideas between two or more person is _____.
a) Understanding b) Telling
c) Communication d) Speaking
- Q.2 The person who transmits the message is called _____.
a) Sender b) Gives
c) Taker d) Receiver
- Q.3 Communication is a part of _____ skills.
a) Soft b) Hard
c) Rough d) Short
- Q.4 Major determinants of personality _____.
a) Biological b) Situation
c) Both A and B d) None of above
- Q.5 Individual difference occur among children due to
a) Heredity only b) Growth
c) Environment only d) Both B & C

- Q.6 Which of the following is NOT an internal motivational force
 a) Goals b) Needs
 c) Attitudes d) Feedback
- Q.7 _____ is increasing leadership rapidly.
 a) Strategy
 b) Command
 c) Control
 d) Getting others to follow
- Q.8 Which of these is the most important tool of communication?
 a) Body language b) Gestures
 c) Language d) Posture
- Q.9 The three major elements of presentation do not include?
 a) Visual aids b) A presenter
 c) An audience d) Specific content
- Q.10 How many pages should a resume be
 a) One b) Two
 c) It doesn't matter d) At least 10

SECTION-B

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

- Q.11 The response to a sender message is called feedback.
 True/False
- Q.12 Communication is a non stop process. True/False

- Q.13 It is easy for people with low self confidence to make new friends. True/False
- Q.14 What is verbal communication?
- Q.15 Define self esteem.
- Q.16 Define resume writing.
- Q.17 Name the different theories of motivation.
- Q.18 Define feedback.
- Q.19 Define free-rein leadership style.
- Q.20 Define public speaking.

SECTION-C

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

- Q.21 Explain the process of communication.
- Q.22 Explain the factor affecting presentation skills.
- Q.23 Explain the barriers of communication.
- Q.24 Discuss the dress code, how it is helpful to develop in professional life.
- Q.25 Explain the business ethics and its type.
- Q.26 Define values and its type.
- Q.27 Differentiate the oral and written communication.
- Q.28 Enlist the content to be used in resume writing.
- Q.29 Explain the factors which affect motivation.
- Q.30 Discuss the different types of motivation.
- Q.31 Explain the 7c's of communication skills.
- Q.32 Explain the qualities of a good leader.
- Q.33 Explain the essentials of a good resume.