

Roll No.....

Total Pages: 3
1909

BCA/M-18
PERSONALITY DEVELOPMENT
Paper: BCA-126

Time: Three Hours

Maximum Marks: 80

Note: Attempt five questions in all, Q. No. 1 is compulsory. Attempt four more questions selecting one question from each Unit. All questions carry equal marks.

1. Attempt short answer of the following :
 - (i) Name the determinants of Personality.
 - (ii) What is self-concept?
 - (iii) Define Proxemics.
 - (iv) Types of tactics used to manage conflict.
 - (v) What is eye-contact.
 - (vi) Define a team.
 - (vii) Main types of body language.
 - (viii) Postures.

UNIT-I

2. What is Personality? Give a detailed account of the elements of personality.
3. Business communication is a complex affair. Its central role determines the success of a business organization. Comment.

UNIT-II

4. Define Interpersonal skills. Discuss the role of interpersonal skills in resolving conflict with seniors and juniors.
5. Write a detailed note on Group Dynamics.

UNIT-III

6. Describe the difference between work groups and work teams.
7. Give a detailed account of the seven C's.

UNIT-IV

8. What are the features of an effective resume? Prepare a resume in a proper format.
9. Describe the main types of job application letters.