

Roll No.....

Total Pages: 3
1894

BCA/M-17
PERSONALITY DEVELOPMENT
Paper: BCA-126

Time: Three Hours

Maximum Marks: 80

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

Compulsory Question

1. Write short answers of the following :
 - (a) Name any four factors that block interpersonal skills.
 - (b) Describe briefly the purpose of presentation.
 - (c) What are the components of communication process?
 - (d) Write a brief note on selective listening.
 - (e) Define group dynamics.
 - (f) Describe personality analysis.
 - (g) Write a brief note on the functions of body language.
 - (h) What is purpose of a seminar?

Unit-I

2. What is an Etiquette? Describe basic social and business etiquettes.
3. What is deranged personality? Comment on the causes of deranged personality.

Unit-II

4. What do you mean by interpersonal skills and write a note on the importance of interpersonal skills.
5. What do conflict management and describe the factors that you should keep in mind while dealing with seniors and juniours?

Unit-III

6. Define a team. Describe the factors that determine the successful behaviour of an effective team.
7. What do you mean by Group Discussion? Discuss the steps to be taken for effective Group Discussions.

Unit-IV

8. What is meant by an Interview? Describe the important aspects for success in an interview.
9. What do you mean by Resume? Write a resume for the post of a Computer Programmer.