

BCA/M-16
PERSONALITY DEVELOPMENT
PAPER-BCA-126

Time Allowed: 3 Hours

Maximum Marks: 80

Note: Attempt five questions in all. Question No. 1 is compulsory. All questions carry equal marks.

Compulsory Question

1. Write short answers of the following :
 - (a) What is self concept.
 - (b) What is etiquette?
 - (c) Describe briefly factors responsible for success in an interview.
 - (d) Define the Seminar.
 - (e) Write a brief note on personal grooming.
 - (f) Define personality.
 - (g) Briefly describe the features of a team.
 - (h) Briefly describe the determinants of personality
 - (i) .

Unit-I

2. Write a note on the process of listening. Also describe the advantages of effective listening
3. What is meant by Body Language? Discuss the types and significance of Body Language.

Unit-II

4. What is Group Dynamics? Describe the factors which you should keep in mind while dealing with customers and suppliers.
5. What are interpersonal skills? Describe the factors in detail that block interpersonal skills.

Unit-III

6. Write a note on the ingredients and advantages of Group Discussion.
7. What do you mean by oral presentation? Explain significant aspects of oral presentation.

Unit-IV

8. Write a note on the importance of interview. Describe various types of interviews
9. Describe important features of a resume. Write a resume for the post of an Assistant Manager in accompany.

