

PERSONALITY DEVELOPMENT

Time Allowed : 3 Hours

Maximum Marks : 80

Note : **Question No. 1 is compulsory.** Attempt five questions in all, selecting one question from each unit. All questions carry equal marks.

Compulsory Question

1. Write short answers of the following :

- (a) What is Personality analysis ?
- (b) Define Personal hygiene.
- (c) Define Role playing.
- (d) Importance of clarity of thought.
- (e) Describe the significance of dress code in interviews.
- (f) What is Document portfolio ?
- (g) Name any **four** effects of misusing body language.
- (h) Describe the purpose of Interview preparation.

(8×2=16)

UNIT-I

2. Define Peronality ? Discuss in detail the determinants of personality. 6+10
3. Define Grooming. Discuss the significance of business etiquett. 6+10

UNIT-II

4. Define Interpersonal skills. Discuss their significance while dealing with customers and suppliers. 16
5. Role playing plays an effective role in dealing with different people. Comment. 16

UNIT-III

6. Define Group Discussion. Describe in detail the ways of effectively conducting oneself during GD. 16
7. Explain various means of achieving effective Seminar skills. -- 16

UNIT-IV

8. Discuss different steps helpful in Interview preparation. 16
9. Explain any **four** essentials of writing effective resume. Write a resume for the post of an Assistant Professor. 16