

# **Personality Development**

## **Paper-BCA-126**

Time : Three Hours]

[Maximum Marks : 90

1. Give your answer very briefly.

(a) Self concept means...../.....

(b) Food should be passed on a table in clockwise or anticlockwise direction ?

(c) Closed body means.....

(d) Important interpersonal skills are.....

(e) Role playing is used for.....

(f) What is audience analysis in a presentation ?

(g) Important errors to be avoided in a GD are.....

(h) CV means.....

(i) Sitting position during interview shall be.....

### **UNIT - I**

2. What is importance of good grooming at work ? Explain the important aspect of grooming for employees in offices.

3. What is Listening ? How can it be improved ? Elaborate.

## UNIT - II

4. How do interpersonal skills help in building good relations with colleagues in offices ?
5. What is Role playing ? Can it be used to develop traits like empathy, sensitivity etc. ?

## UNIT - III

6. Explain the important features of a good presentation.
7. What is the importance of clarity of thoughts in good expression ? Explain with examples.

## UNIT - IV

8. What is the difference between Resume and CV ? Prepare a sample CV in a good format. (Use fictitious name and address).
9. What preparation shall be done for interview regarding commonly asked questions ? Explain.

