

Roll No.....

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1538

BCA/M-15

PERSONALITY DEVELOPMENT

Paper-BCA-126

Time allowed: 3 hours]

[Maximum marks: 80

Note: Attempt five questions in all including question bo.1 and selecting one question from each section. All question carry equal marks.

Compulsory Question

1. Attempt short answer of the following:
 - (i) What is self-concept?
 - (ii) What is Etiquette?
 - (iii) What are the main type of Body Language?
 - (iv) Define Role playing.
 - (v) Name any four important aspects of Oral presentation.
 - (vi) Name any four frequently asked questions in interviews.
 - (vii) Define grooming.
 - (viii) Name the elements of personality.

Unit-I

2. Define personality. Discuss in detail the causes of Deranged personality.
3. Describe in detail the ways of achieving the art of good conversation.

Unit-II

4. Define interpersonal skills. Discuss their significance while dealing with seniors and colleagues.
5. Define Role Playing with two illustrations.

Unit-III

6. Discuss the essentials of Group Discussion.
7. Explain various means of achieving effective presentation skills.

Unit-IV

8. Define resume. Prepare a resume for the post of a computer programmer.
9. Discuss in detail various ways of preparing for interviews.