

Subject : Communication & Personality Development

Day : Wednesday

Date : 08/06/2016



Time : 02.00 PM TO 05.00 PM

Max Marks : 80 Total Pages : 1

N.B.:

- 1) Attempt any **FIVE** questions from Section-I and any **TWO** questions from Section-II.
 - 2) Both the sections should be written in the **SAME** answer book.
 - 3) Figures to the **RIGHT** indicate full marks.
-

SECTION-I

- Q.1** Define Communication. Explain the process of communication with the help of (10) suitable diagram.
- Q.2** Explain the various barriers for effective communication. (10)
- Q.3** State the importance of Telecommunications and Internet for effective (10) communication.
- Q.4** Write a detailed note on Personality Development. (10)
- Q.5** What characteristics are necessary to become an effective leader? (10)
- Q.6** What is Stress? State the causes of stress. (10)
- Q.7** Write short notes on any **TWO** of the following: (10)
- a) Johari Window
 - b) FAX
 - c) Physical Appearance.

SECTION-II

- Q.8** On the basis of your experience, explain the problems which prevent you from (15) listening effectively in the classroom? How will you overcome them?
- Q.9** Your friend is working in an IT company. He is overburdened with work and is (15) not able to manage his work life as well as family life. Suggest him different time management techniques to effectively manage his work and family.
- Q.10** Discuss the different techniques of motivating the workers for achieving the set (15) targets.

* * *