

Roll No. ....

Total Pages : 02

**BCA/M-20**

**1892**

**PERSONALITY DEVELOPMENT**

**BCA-126**

Time : Three Hours]

[Maximum Marks : 80

**Note** : Q. No. 1 is compulsory. Attempt *Four* more questions selecting *one* question from each Unit.

**Compulsory Question**

1. Write short answers of the following :

- (i) What is Deranged Personality ?
- (ii) Define Role Playing.
- (iii) Write a short note on the role of Team behaviour.
- (iv) Define Resume.
- (v) Write a short note on the importance of Dress code.
- (vi) Define Group Discussion.
- (vii) Write a short note on presentation skills.
- (viii) Define personal hygiene. **8×2=16**

**Unit I**

2. Define Personality. Write a detailed note on the elements of personality. **4+12=16**

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3. Discuss the essentials of intelligent listening. 16

**Unit II**

4. Describe the importance of interpersonal skills. 16
5. Discuss the function of role playing. 16

**Unit III**

6. Define Group Discussion. Discuss the essentials of an effective group discussion. 4+12=16
7. Explain the features of Presentation skills. 16

**Unit IV**

8. Prepare a resume for the post of a Computer Programmer in a multi-national company. 16
9. Discuss various steps involved in interviews' preparation. 16