

[Time:2.30 Hrs]

[Marks:75]

Please check whether you have got the right question paper.

- N.B:
1. All questions are compulsory.
 2. Figures to the right indicate full marks.
 3. Students answering in the regional language should refer in case of doubt to the main text of the paper in English.

Q. 1 Attempt any four of the following**(20M)**

- A. Write a short note on: Johari's Window
- B. Explain the features of development of positive personality & attitude
- C. What are the different types of non – verbal communication?
- D. Write a short note on Physical Fitness
- E. Write a note on skills to develop emotional intelligence
- F. Write a short note on etiquette at Meetings?

Q. 2 Attempt any four of the following**(20M)**

- A. Discuss about different types of Resumes?
- B. What are the preparatory steps for interwar?
- C. What is meant by Cover Letter? Highlights its importance?
- D. What are the types of Group Discussion?
- E. What are the FAQs in the at the time of interview?
- F. Explain seating arrangement for Group Discussion?

Q. 3 Attempt any four of the following**(20M)**

- A. What is six hat thinking method?
- B. What is the need & importance of capacity building
- C. What do you think creativity is necessary in today's organization?
- D. What are the theories of ethics?
- E. Explain the importance of Leadership?
- F. How to build an effective Team?

Q. 4 Attempt any three of the following**(15M)**

- A. What is the need for inter – culture communication
- B. What are the naturing hobbies at work?
- C. What problem you face in the absence of work ethics
- D. What are the types of interviewing questions
- E. What are the competencies of emotional Intelligence
- F. What is the dos of Group Discussion?
