

[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. Explain Facial Expression & Gestures in non – verbal communication?
- B. What are the Etiquettes at Dining explain briefly?
- C. What is the need for Emotional Intelligence?
- D. What is meant by Body Language? Explain its importance with reference through posture, gesture, expression, dress?
- E. How can you create & keep a positive image about yourself?
- F. Write a short note on: Johari's Window
- G. Explain the features of development of positive personality & attitude
- H. What are the different types of non – verbal communication?

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

- A. What are the preparation steps for the interviewer?
- B. What are the Traditional Interview Questions?
- C. What are the dos and Don'ts of a Group Discussion?
- D. Write a short note on Scannable Resume?
- E. What is Resume? What is importance of Resume?
- F. What are the preparatory steps for interwar?
- G. What is meant by Cover Letter? Highlights its importance?
- H. What are the types of 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?
- G. What is Negotiation? What are the types of Negotiation?
- H. Write a short note on Time Management

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?