

Roll No. ....

Printed Pages : 2

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BCA / M -15

**PERSONALITY DEVELOPMENT**

Paper-BCA-126

Time allowed : 3 hours]

[Maximum marks : 80

*Note : Attempt five questions in all, selecting one question from each unit in addition to compulsory question no. 1. All questions carry equal marks.*

**(Compulsory Question)**

1. Attempt short answers of the following :

- (i) What is self-concept ?
- (ii) What is Etiquette ?
- (iii) What are the main types 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.

8×2=16

**Unit-I**

2. Define Personality. Discuss in detail the causes of Deranged Personality. 6+10
3. Describe in detail the ways of achieving the art of good conversation. 16

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**Unit-II**

4. Define Interpersonal Skills: Discuss their significance while dealing with seniors and colleagues. 4+12
5. Define Role Playing with two illustrations. 16

**Unit-III**

6. Discuss the essentials of Group Discussion. 16
7. Explain various means of achieving effective presentation skills. 16

**Unit-IV**

8. Define resume. Prepare a resume for the post of a computer programmer. 4+12
9. Discuss in detail various ways of preparing for interviews. 16

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