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GS-751

IV Semester B.Voc Examination, May/June - 2019

INFORMATION TECHNOLOGY

402 : Soft skills personality Development

(CBCS-Fresh+Repeaters) (2017-18 & Onwards)

Time : 3 Hours

Max. Marks : 70

Instructions to Candidates : Answer all sections.

SECTION - A

Answer **any ten** of the following :

10x2=20

1. Define Kinesies.
2. What is non-verbal communication ?
3. Define the process of communication.
4. How to overcome cultural barrier ?
5. Why is goal setting important for an individual ?
6. What role does motivation play in personality development ?
7. Why is knowing more than one language a boon ?
8. What is stress management ?
9. How does goal setting help in personality development ?
10. List skills to build self-confidence.
11. What are barriers to Communication ?
12. What is public speaking ?

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**SECTION - B**

Answer any five of the following :

5x10=50

13. What is verbal communication ? Explain with examples.
14. Explain SWOT is personality development.
15. Define leadership. Explain the roles of a leader and a team player.
16. What is Self Management ? List and explain self-management techniques.
17. Describe the process, importance and barriers to communication.
18. Describe skills to be developed to become a good public speaker.
19. What is technical writing ? Explain important aspects to develop for effective technical writing.
20. What is Group discussion ? How does Group discussion help assess individual's personality ?

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