	Utech
Name:	
Roll No.:	To Annual (Kit amobiles and Excellent
Invigilator's Signature :	

CS/BMS(H)/SEM-6/MMS-603/2013

2013

PERSONALITY DEVELOPMENT & INTERVIEW SKILLS

Time Allotted: 3 Hours Full Marks: 70

The figures in the margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

GROUP - A

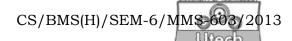
(Multiple Choice Type Questions)

- 1. Choose the correct alternatives for the following: $10 \times 1 = 10$
 - i) Success depends on
 - a) hard work and hard work only
 - b) hard work and intelligence
 - c) nothing but proper planning
 - d) being focussed.
 - ii) Leadership demands
 - a) an ability to bind individuals with divergent personalities
 - b) creating dissent
 - c) clear vision
 - d) accuracy only.

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iii)		an interview you would rviewer if you are	d not	be appreciated by the	
	a)	tense and nervous	b)	argumentative	
	c)	rigid	d)	all of these.	
iv)	The calle		on-ve	erbal communication is	
	a)	Olfactics	b)	Chromatics	
	c)	Kinesics	d)	Haptics.	
v)	Planning for a presentation involves				
	a) analyzing the audience				
	b)	analyzing the occasion			
	c)	rehearsing the presentation			
	d)	all of these.			
vi)	Which of the following words has the wrong prefix?				
	a)	Impolite	b)	Unpossible	
	c)	Unsafe	d)	Incorrect.	
vii)	Educational qualification in a CV should be stated				
	a)	chronologically			
	b)	in reverse chronologica	al ord	ler	
	c)	in order of excellence			
	d)	any of these orders.			



- viii) In order to convey a pleasant attitude to the interviewer you should
 - a) keep a smile
- b) maintain eye contact
- c) not argue
- d) all of these.
- ix) In SWOT analysis 'O' stands for
 - a) Obstacles
- b) Output
- c) Opponents
- d) Opportunities.
- x) A successful group discussion depends on
 - a) goal oriented interaction
 - b) effective use of communication techniques
 - c) equitable distribution of participation
 - d) all of these.

GROUP - B

(Short Answer Type Questions)

Answer any three of the following

 $3 \times 5 = 15$

- 2. Discuss in detail the different stages of a face to face interview.
- 3. What do you mean by the term 'personality'? What are the different types of personality traits commonly observed?
- 4. What do you understand by the term 'emotional intelligence'?
- 5. How can proper communication boost one's personality?
- 6. What is your perception about Soft Skills?

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(Long Answer Type Questions)

Answer any three of the following.

 $3 \times 15 = 45$

- 7. What are the Ten Commandments of Confidence ? What according to you are the different confidence boasting techniques ?
- 8. What do you mean by body language? Discuss its various aspects in detail.
- 9. Write short notes on any *three* of the following : 3×5
 - a) Visual aids in presentations
 - b) Behavioural interview
 - c) Leadership skills in GD
 - d) Soft skills
 - e) Psychological barrier in communication.
- 10. State the three important steps involved in a job selection process. Elaborate each step with suitable examples.
- 11. Write an essay on the effect of media on the modern society.

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