



Name :

Roll No. :

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.



- iii) In an interview you would not be appreciated by the interviewer if you are
- a) tense and nervous b) argumentative
- c) rigid d) all of these.
- iv) The study of touch in non-verbal communication is called
- 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 chronological order
- 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 ?



GROUP – C

(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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