

END TERM EXAMINATION

FIRST SEMESTER [BA(JMC)] NOVEMBER-DECEMBER 2019

Paper Code: BAJMC-107

Subject: Personality Development

Time: 3 Hours

Maximum Marks: 75

Note: Attempt any five questions. All questions carry equal marks.

- Q1 Write short notes on **any two**: (7.5x2=15)
- (a) Role of Socializing Agents
 - (b) Role of Paralanguage in Communication
 - (c) Benefits of Time Management
 - (d) Personality Structure
- Q2 Define personality. Describe different types of personality with the help of suitable examples. (15)
- Q3 Define email. Describe the etiquettes that should be followed for writing an effective email. (15)
- Q4 What is team building? Explain the steps and need to build an effective team. (15)
- Q5 **'Negotiation is an art.'** Discuss the factors that affect the art of negotiation. (15)
- Q6 What is leadership? Explain the theories of leadership. (15)
- Q7 Explain the steps one should follow to build a positive attitude. (15)
- Q8 Define resume. Discuss the steps involved in resume writing. (15)
