

- Q.3 Briefly explain the various determinants of personality. Also mention its scope also.
- Q.4 Draft a Resume for the post of office executive for a Multi-National company.
- Q.5 What presentation skills a person must acquire for a formal Presentation? Explain.
- Q.6 Discuss the importance of values in a personal life. Also mention the various types of values.
- Q.7 Discuss the scope as well as significance of motivation for the employees of an organisation.

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No. of Printed Pages : 4

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Roll No.

5th Sem. / FAA / OMCA

Subject : Personality Development, Ethics & Value

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1
- a) Dress code.
 - b) Personal Hygiene.
 - c) Any two employability skills.
 - d) Values system.
 - e) Define Ethics.
 - f) Two benefits of social Responsibility.
 - g) Confidence Building.
 - h) Communication Skills.
 - i) Personality Development.
 - j) Two essentials of Resume writing.

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- k) Essentials of group discussion.
- l) Any two Body language signs.
- m) Self-Esteem
- n) Tools of presentation.
- o) Eye contact in presentation.
- p) Mention various forms of business ethics.
- q) Public speaking.
- r) Democratic leadership

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) Explain the term Value.
 - ii) How would you build confidence among employees?
 - iii) Importance of Business ethics.
 - iv) Pre-requisites of a body language.
 - v) Essentials of a good resume.

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- vi) Write down the concept of Public Speaking.
- vii) Define the concept of Personality.
- viii) Benefits of face-to-face interview.
- ix) Define the concept of social responsibility.
- x) What are leadership traits?
- xi) How would you motivate an employee of organisation?
- xii) Mention the elements of communication skills.
- xiii) What dress code should be there for Banking staff?
- xiv) Need of Personal hygiene for a human being.
- xv) Benefits of good dressing sense.

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

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