

### SECTION-C

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

- Q.3 Define personality and explain its features.
- Q.4 Define leadership; explain different types of leadership style.
- Q.5 Is time management essential for employees in the organization? Comment.
- Q.6 Give a detailed note on team building and team functioning.
- Q.7 What are the features of good communication system? Explain the barriers to communication.

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Roll No. ....

073326

**2nd Sem. / DBM (Retail)**

**Subject : Personality Development**

Time : 3 Hrs.

M.M. : 100

### SECTION-A

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

- Q.1 a) What is team work?  
b) What is personality development?  
c) Self management.  
d) Participative style leadership.  
e) Face to face conversation.  
f) Decision making.  
g) What is ego?  
h) Define interacting.  
i) Communication.

- j) What is interview?
- k) Name two types of interview.
- l) Self managed team.
- m) Democratic leadership.
- n) Conflicting behavior.
- o) What is time management.
- p) Mention team skills.
- q) Two essentials of telephonic interview.
- r) Team functioning.

### **SECTION-B**

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

- Q.2
- i) Write any four basics of resume designing.
  - ii) Various kinds of interview in B.P.O companies.
  - iii) Explain briefly types of attitude.

- iv) What are the similarities between group works and team works?
- v) Write the factors which influence the individual behavior.
- vi) What are the qualities of a successful leadership?
- vii) Write a short note on non verbal communication.
- viii) How would you enhance productivity?
- ix) Write a note on problem solving team.
- x) What are the steps of time management?
- xi) Describe the concept of introversion and extroversion.
- xii) Why good communication skills are required for a manager?
- xiii) What are the traits of effective leader?
- xiv) Explain the life position.
- xv) Importance of group discussion.