

### SECTION-C

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

- Q.3 How does personality affect the behaviour of a person? What steps you will take to improve personality?
- Q.4 What is transactional analysis? Explain different transactions in interpersonal relationships.
- Q.5 What is stress management? Explain its causes and what measures you will adopt to overcome stress?
- Q.6 Do you think soft skills play an important role in personality development? Discuss.
- Q.7 Explain the techniques of time management and its Importance.

No. of Printed Pages : 4

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### 2nd Sem. / OMCA

### Subject : Personality Development & Soft Skills

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 personality?  
b) What are soft skills?  
c) Life Scripts  
d) Any two determinants of personality.  
e) Time management  
f) Any two reasons of stress.  
g) What is Individual stress?  
h) Any two advantages of time management.  
i) Negative stress.

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- j) Any two things to overcome stress.
- k) Listening Skills.
- l) What is Body Language.
- m) positive Attitude.
- n) Mention any two table manners.
- o) Communication skills
- p) Personal qualities
- q) What is sociability?
- r) Behaviourial traits.

### SECTION-B

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

- Q.2
- i) How is the stress defined?
  - ii) Explain the essential elements of communication.

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- iii) Explain the factors affecting behaviors.
- iv) How to measure personality?
- v) Write the types of stress.
- vi) What is the role of self confidence?
- vii) What is negative attitude?
- viii) Mention basic etiquettes.
- ix) Role of time management.
- x) Give the factors responsible for causing stress.
- xi) What is transactional analysis?
- xii) Mention major determinants of personality.
- xiii) What do you mean by interpersonal behaviour?
- xiv) Distinguish between life position and life scripts.
- xv) Personality affects the behaviour, Explain.

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