

**FACULTIES OF ARTS AND MANAGEMENT****B.A./B.B.A. III-Semester (CBCS) Examination, November/December 2019****Subject: Personality Development and Communication Skills****Paper : SEC- 1****Time: 1 ½ Hours****Max. Marks: 40****Note: Answer all questions from Part-A and Part B PART - A (2 x 5 = 10 Marks) (Short Answer Type)**

- 1 (a) Describe interpersonal skills.

**OR**

- (b) Write a letter to the Orient publishers ordering books on soft skills.

- 2 (a) What is emotional intelligence?

**OR**

- (b) Explain the importance of team work.

**PART - B (2 x 15 = 30 Marks)  
(Essay Answer Type)**

- 3 (a) Explain the use of simple present and present continuous tense with the help of five examples each.

**OR**

- (b) Describe the different skills required for effective communication.

- 4 (a) How does the skill of problem solving help? Explain with an example.

- (b) What is goal setting? Explain long term and short term goals with examples.

\*\*\*\*\*