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Register Number:

Name of the Candidate:

B.B.A. DEGREE EXAMINATION, May 2015**(FINANCIAL PLANNING)****(SECOND YEAR)****620: PDP AND SOFT SKILLS**

Time: Three hours

Maximum: 100 marks

SECTION-A**(10×2=20)****Answer any TEN questions**

1. How will you motivate your workers?
2. What is Self – Monitoring?
3. What is Planning?
4. Give the importance of Communication.
5. What is Inter Politics?
6. State the main object of product management.
7. What is Crisis?
8. Give the meaning of Job Enrichment.
9. What is Competition?
10. Define Self Theory.
11. What do you mean by Emotional Stability?
12. Why body language is important?

SECTION-B**(4×10=40)****Answer any FOUR questions**

13. What kind of awareness we should possess during the promotion?
14. What is body language? How will you develop it?
15. Explain the types of Motivation?
16. Explain the impact of Goal setting theory.
17. Why group decisions are more qualitative than Individual Decisions? Explain.
18. Discuss the various formal and informal leaders.

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SECTION-C

(2×20=40)

Answer any TWO questions

19. Explain the SWOT in HRD and Personnel Management.
20. Explain the concept of planning. Discuss the main objectives and nature of planning.
21. Define the term Resume. How will you prepare an effective resume?
22. Discuss the features of a good organisation structure.

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