

This question paper contains 2 printed pages]

Roll No.

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S. No. of Question Paper : 3874

Unique Paper Code : 2036000005

Name of the Paper : SEC : Personality Development and Communication (Regular)

Name of the Course : Skill Enhancement Course

Semester : I/III/V

Duration : 1 Hour

Maximum Marks : 30

(Write your Roll No. on the top immediately on receipt of this question paper.)

Candidates have to answer any *three* questions.

All questions carry equal marks (10 marks).

1. What are the essential features of an effective presentation ? Illustrate with suitable examples.
10
2. Describe the purpose of writing Minutes, with *two* suitable examples.
10
3. What unconscious factors might also affect your negotiation performance ? Elaborate with *two* examples.
10

P.T.O.

4. What are the *four* different kinds of listening ? Explain with examples. 10
5. Write short notes on any *two* of the following : 5+5
- (a) Importance of feedback in communication
 - (b) Interpersonal skills
 - (c) Role of "Trust" in building team
 - (d) Emotional Intelligence