

N.B:

1. Attempt **all** questions.
2. **All questions** carry **equal** marks.
3. Draw **neat labeled diagrams** wherever necessary.
4. Use of **log tables** and **non-programmable calculators** is **allowed**.
5. For **Q 2, Q 3 and Q 4** attempt A and B **OR** C and D.

Q1. Do as directed (any fifteen).**15**

1. The stars are shining bright tonight.
(noun, adjective, verb) Identify the part of speech of the underlined word in the given sentence
2. Pick up some more milk when you pass by the supermarket. Identify the given type of sentence as either declarative, interrogative, imperative or exclamatory
3. My car washing machine and TV all broke down today. (add appropriate punctuation to the given sentence)
4. What is Resume?
5. Visual aids can improve the understanding of your idea and add spice to your presentation.
(True or false)
6. Panel discussions are organised for the benefit of the _____
7. What is Group Discussion?
8. Communication always requires some form of text or voice for communication. True or False
9. Define Emotional Intelligence.
10. Dan McGee stated stress as _____ stress.
11. State any two leadership qualities.
12. What do you understand by Negotiation?
13. Define Stress.
14. What are Soft Skills?
15. _____ leadership style is also known as Participative leadership
16. In the 3M model of communication M stands for Members, Message and _____.
17. What does "Knowing Yourself" mean?
18. Define Ethics
19. _____ leadership style involves empowering your employees.
20. What is Capacity Building?

Q.2A Discuss the importance of summarizing the presentation properly. 08

Q.2B Describe different formats of resume. 07

OR

Q.2C Explain the format of an ideal presentation. 08

Q.2D Describe some guidelines for personal interview. How can you build positive support from the interviewer in a personal interview? 07

Q.3A Elaborate on Johari's Window Model. 08

Q.3B What is the 3M model of communication? 07

OR

Q.3C What are Professional Etiquettes? 08

Q.3D Explain the skills required to develop Emotional Intelligence 07

Q.4A Elaborate on Leadership and its styles 08

Q.4B What is stress? What are the different sources of stress? 07

OR

Q.4C Explain the problems we might face in the absence of work ethics. 08

Q.4D Explain the Six Thinking Hat Method. 07

Q.5 Write a short note on any three of the following. 15

1. Importance of resume for job application.
2. Type of visual aids used for professional presentation.
3. Importance of work ethics
4. Types of group Discussion.
5. Significance of Communications.
6. Decision Making.
