

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 2536

G

Unique Paper Code : 2036000005

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

Name of the Course : **Common Programme Group**
Skill Enhancement Course

Semester/Annual : III

Duration : 1 Hours

Maximum Marks : 30

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Candidates have to answer ANY THREE questions.
3. All questions carry equal marks (10 marks)

1. What are the features of an effective communication?
Explain with examples. (10)

2. What are the tools to create an effective presentation?
Illustrate any two with suitable examples. (10)

P.T.O.

3. Explain the following with suitable examples: (5+5)

(a) Negotiation Skills

(b) Emotional Intelligence and Communication

4. Explain the attributes of effective leadership. Elaborate on any two with suitable examples. (10)

5. Write a short note on any two of the following: (5+5)

(a) Features of non-verbal communication

(b) Audio-Visual Aids

(c) Teamwork and Leadership

(d) Survey and Questionnaire