

Day : Wednesday

Time : 10:00 AM-12:30 PM

Date : 13-12-2023

W-19865-2023

Max. Marks : 60

N.B.:

- 1) ALL QUESTIONS are compulsory
- 2) Answer to BOTH the sections to be written in the same answer booklet.

SECTION - I

Q.1) Explain the following: (Any 6)

(1 Marks X 6 = 06)

- | | |
|------------------|--------------|
| a) Self Esteem | e) Self-Talk |
| b) Haptic | f) Values |
| c) Quality Time | g) Core Time |
| d) Self-Analysis | h) Ethics |

Q.2) Attempt ANY THREE of the following

(4 Marks X 3 = 12)

- a) Explain the role of Body Language.
- b) What is Kinesics? Explain Kinesics Code.
- c) Explain the importance of Physical appearance and grooming.
- d) Explain SWOT analysis.

Q.3) Attempt ANY THREE of the following

(4 Marks X 3 = 12)

- a) Write any 3 advantages and any 3 disadvantages of Oral Communication.
- b) What are physical and psychological areas of self-development?
- c) Elaborate on Time wasters.
- d) What are the elements of personality?

SECTION - II

Q.4) Explain the following: (Any 6)

(1 Marks X 6 = 06)

- | | |
|------------------------|------------------|
| a) Emotional Stability | e) Stress |
| b) Practical Skills | f) Motivation |
| c) Frustration | g) Personality |
| d) Defense Mechanism | h) Body Language |

Q.5) Attempt ANY THREE of the following

(4 Marks X 3 = 12)

- a) What are the effects of emotions?
- b) Elaborate on stress managers.
- c) What are the effects of frustration?
- d) What is the importance of Body language at work place?

Q.6) Attempt ANY THREE of the following

(4 Marks X 3 = 12)

- a) Explain Emotional Intelligence.
- b) What are the various skills required to develop a good personality.
- c) What causes stress and explain its effect.
- d) Explain causes of frustration.
