

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 4727

H

Unique Paper Code : 2036000005

Name of the Paper : Personality Development and
Communication

Name of the Course : **Common Prog. Group :
SEC**

Semester : II

Duration : 1 Hour

Maximum Marks : 30

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. This question paper contains only **Part-I**.
3. Candidates have to answer **ANY THREE** questions.
4. **All** questions carry equal marks.

1. Discuss, in your own words, the processes of communication.

P.T.O.

2. Give at least 5 instances (with explanations) of verbal and non-verbal cues, which in your opinion convey a positive image during presentations.
3. What are the benefits of teamwork and how can an effective team be built? Give a reasoned answer.
4. Describe in detail any two negotiation strategies, and explain which you would consider most effective and why.
5. Discuss the benefits of having good communication skills, especially in the workplace.