

S.D.E.
B.C.A. (2004 Course Sem- VI : SUMMER - 2019
SUBJECT : COMMUNICATION AND PERSONALITY DEVELOPMENT

Day : Thursday
Date : 09/05/2019

S-2019-4985

Time : 10.00 AM TO 1.00 PM
Max. Marks : 80

N.B.

- 1) Attempt **ANY FIVE** questions from Section – I and **ANY TWO** question from Section – II.
 - 2) Figures to the **RIGHT** indicate **FULL** marks.
 - 3) Answer to both the sections should be written in **SAME** answer book.
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SECTION – I

- Q.1** What is communication? Enlist the principles of communication. **(10)**
- Q.2** Explain in detail language and semantic barriers to communication. **(10)**
- Q.3** Describe pros and cons of e-media in communication. **(10)**
- Q.4** Write a detailed note on leadership. **(10)**
- Q.5** What is Emotional Intelligence? Explain the importance of emotional intelligence in professional life. **(10)**
- Q.6** ‘Good manners and etiquette are integral parts of personality.’ – Justify. **(10)**
- Q.7** Write short notes on **ANY TWO** of the following : **(10)**
- i) Physical appearance
 - ii) E-mail
 - iii) Attitudes and emotions

SECTION – II

- Q.8** Your friend always seems to be hurried and ends up missing his work targets. Suggest a few time-management tips that would help him overcome his problem. **(15)**
- Q.9** How would you ensure that you keep stress at bay? **(15)**
- Q.10** Write a detailed note on-Seven Habits of Effective People. **(15)**

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