

1057

B. Voc. (Food Processing & Preservation)

2nd Semester

GEN-201: Soft Skills and Personality Development

(Common to all B. Voc.)

Time allowed: 3 Hours

Max. Marks: 80

NOTE: Attempt five questions in all, including Question No. I which is compulsory and selecting one question from each Unit.

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I. Attempt any eight short questions in about 50-60 words each : -

- (a) Communication networks
- (b) Basic of personality
- (c) Spot Analysis
- (d) Oral and written communication
- (e) Function of communication
- (f) Body language
- (g) Role of etiquettes and manners in group
- (h) Leadership styles
- (i) Management of conflict
- (j) Stress management

(8×2)

UNIT – I

- II. Discuss importance of listening and responding in the process of communication. (16)
- III. What is the procedure to build a success attitude? Discuss the process of attitude formation. (16)

UNIT – II

- IV. What is ethical communication? How values, manners and ethics play an important role in communication? (16)
- V. Discuss the role of creativity in presentation & projection and multi-cultural skills involved in various levels of communication. (16)

UNIT – III

- VI. (a) What do you understand by techniques in personality development?
(b) Illustrate the role of time management and effective planning. (8+8)
- VII. (a) What are basics of personality, human growth and behavior?
(b) Express your ideas on self acceptance and self-growth. (8+8)

UNIT – IV

- VIII. (a) What are do's and don'ts while facing an interview?
(b) How to prepare yourself for a group discussion? (8+8)
- IX. (a) Discuss the role of co-ordination while working in a team.
(b) What impact the profiles of great and successful personalities make on a common man? (8+8)

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