

(i) Printed Pages: 2

Roll No. ....

(ii) Questions : 9

Sub. Code :

9	1	9	6
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Exam. Code :

1	3	0	2
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**B.Voc. (Retail Management) 2<sup>nd</sup> Semester  
(2054)**

**SOFT SKILLS AND PERSONALITY DEVELOPMENT**

**Paper : GEN-201 (Common for all B.Voc.)**

**Time Allowed : Three Hours]**

**[Maximum Marks : 80**

**Note :—**Attempt **FIVE** questions in all, including Q. No. 1 which is compulsory and selecting **ONE** question from each Unit.

1. Answer any **FOUR** of the following in about **100-150** words each :

- (a) Self-hypnotism.
- (b) Define Spot Analysis.
- (c) Creativity in Presentation and Projection.
- (d) Role of Career Planning in Personality Development.
- (e) Tips for Technical Writing.
- (f) Define Mnemonics.

4×4=16

## **UNIT—I**

2. What is Attitude ? Why it is important ? How can you build a success attitude ? 16
3. Write a note on the Body Language. Explain in detail about the objectives of Body Language for effective communication. 16

## **UNIT—II**

4. What are Communication Networks ? Explain its importance in detail. 16
5. What is the importance of Ethics in Communication ? How can you improve your ethics in communication ? Give some suitable examples to prove your point. 16

## **UNIT—III**

6. Define Stress Management. What are its advantages and importance ? 16
7. Define the Basic of Personality and the theories of Personality in detail. 16

## **UNIT—IV**

8. What is Group Discussion ? Explain in detail need and importance of group discussion in a team-work. 16
9. What is Management of Conflict ? Give examples to explain the concept. 16