

Total number of printed pages 6

~~BBA 3rd sem~~ BBA
2nd sem

47(2) PPSD 2-1

2010

**PERSONALITY AND PERSONAL
SKILL DEVELOPMENT**

Paper : 2-1

Full Marks : 80

Time : Three hours

*The figures in the margin indicate full marks
for the questions.*

1. Answer the following : 1×10=10

A. Fill in the blanks with the right alternative :

(i) People who go by facts, are materialistic, do not have any faith in religion and are sceptical are said to have personality.
(tenderminded / toughminded)

(ii) People who are self-composed, impulsive and are bold are known as
(introverts / extroverts)

Contd.

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(iii) When interaction between two persons is mutually gratifying, it is said to have behaviour.

(co-operative / conflicting)

(iv) stage of a group formation usually represents a period of high emotionality and tension among the group members.

(storming / norming)

(v) In of decision making, the members do not have to face the other group members while making the decision.

(delphi technique / nominal group technique)

B. Write true or false :

(vi) Supply of time is elastic.

(vii) Group cohesiveness represents the degree of attachment of the members to their group.

(viii) Brainstorming technique was originally adopted by Alek Osborn in 1939.

(ix) Career planning can be defined as a systematic process by which one decides his / her career goals and the path to reach these goals.

(x) Role conflict refers to discrepancy between the defined role and perceived role.

2. Give brief answers to the following : (any five)
2×5=10

(i) Define personality.

(ii) What do you mean by Self-Esteem ?

(iii) What do you mean by inter-personal conflicting behaviour ?

(iv) Write two characteristics of personal effectiveness.

(v) Write two merits / advantages of group decision-making.

(vi) What do you mean by stress ?

(vii) What is a project group ?

3. Answer the following : (any four)

(i) What do you mean by sick personality? What are the various causes of sick personality? Explain. 2+3=5

(ii) Write the differences between Individual decision-making and Group decision-making. 5

(iii) What do you mean by career planning? What is the need / importance of career planning? 2+3=5

(iv) What are formal groups? Explain the various types of formal groups. 1+4=5

(v) What is group cohesiveness? Discuss the factors that determine the degree of group cohesiveness: 1+4=5

(vi) Write short notes on the following : (any two) 2½×2=5

(a) telephone etiquettes.

(b) interpersonal behaviour / relation.

(c) Ego drive.

(d) personal grooming.

4. Give descriptive answers to the following : (any five)

(i) What do you mean by decision-making? Discuss in detail the steps/phases of decision-making. 1+7=8

(ii) What is career? Discuss the factors / guidelines for choosing a career. 2+6=8

Or

Supporting your answer with a suitable diagram explain the various career development stages. 8

(iii) Discuss the various determinants of personality. 8

(iv) Write two characteristics of a group. Discuss various stages of group formation with a suitable diagram. 2+6=8

(v) What do you mean by teams? What are the various types of teams? Explain each of one of them. 2+6=8

(vi) Discuss the various qualities / traits of a successful salesman. 8

Contd.

(vii) Write the functions of Body Language. What are the various types of body language?

3+5=8

(viii) What do you mean by time management? Write the various causes of wastage of time and also give the remedials to prevent time wastage.

1+3+4=8