

Reg. No. :

Name :

Fifth Semester B.A./B.Sc./B.Com. Degree Examination, December 2022

First Degree Programme under CBCSS

Home Science

Open Course

HS 1551.9 – PERSONALITY AND SOFT SKILL DEVELOPMENT

(2018 Admission onwards)

Time : 3 Hours

Max. Marks : 80

PART A

Write **one** word answers. All questions must be answered. Each question carries 1 mark.

1. _____ is most often defined as the ability to perceive, use, understand, manage, and handle emotions.
2. _____ is simply the act of transferring information from one place, person or group to another.
3. _____ the customary code of polite behaviour in society or among members of a particular profession or group.
4. _____ is the combination of characteristics or qualities that form an individual's distinctive character.
5. _____ skills refer to the actions you take to elicit a desired outcome, response or behaviour.

6. _____ are the skills we use everyday to interact and communicate with others.
7. _____ are a collection of abilities that include things such as business planning, decision-making, problem-solving, communication, delegation, and execution.
8. _____ is "the belief in one's capabilities to organize and execute the courses of action required to manage prospective situations".
9. _____ is the quality of being truthful and honest with yourself and others, of intentionally aligning your personal behaviors and actions to be aligned with your own values, principles, and ethics.
10. _____ sense is the sound and prudent judgment based on a simple perception of the situation or facts.

(10 × 1 = 10 Marks)

PART B

Write short answer not exceeding **one** paragraph. Answer any **eight** questions. Each question carries **2** marks.

11. Define Soft skills.
12. Differentiate between EQ and IQ.
13. What do you mean by telephone etiquette?
14. What are the skills for decision-making?
15. What is the significance of self assessment?
16. List down the leadership skills.
17. What are the important personality determinants?
18. Mention the different type of soft skills.
19. What is the difference between interpersonal and intrapersonal skills?
20. Why is speaking with clarity important?

21. What writing skills means?
22. Differentiate between emotional intelligence and intelligence.
23. What is common sense?
24. What is the main purpose of PowerPoint?
25. What is clarity of speech communication?
26. What are the barriers of communication?

(8 × 2 = 16 Marks)

PART C

Write short essays not exceeding 120 words. Answer any **six** questions. Each question carries **4** marks.

27. Explain personality traits.
28. What are the advantages of e learning?
29. Explain the points to be remembered while writing a scientific report?
30. Illustrate the presentation skills.
31. What are the usual motivations for self improvement?
32. What are the types of resource management?
33. Why is vocabulary important in language?
34. Why is decision-making important?
35. What are the types of e-learning?
36. What is the difference between desire and motivation?
37. Differentiate group and team.
38. Define courtesy and give examples.

(6 × 4 = 24 Marks)

PART D

Answer any **two** questions. Each question carries **15** marks.

39. Why leaders need emotional and social intelligence?
40. How to improve your communication skills?
41. Describe the skills good leaders need.
42. Enumerate the causes for personality change.
43. Illustrate the methods to improve communication skills.
44. Describe the different management skills.

(2 × 15 = 30 Marks)