



# AJEENKYA

## D Y PATIL UNIVERSITY

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### End Term Examination (December 2018)

School: School of Management

Program: BBA-IB

Course: Personality Development

Course Code: GEX157

Semester: I

Max Marks: 20

Duration (mins): 60

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**Note: Figures at the right indicate full marks.**

**Q 1.State whether the following statements are true or false: (4)**

- i. In the PREP format used for speaking skills, R stands for response.
- ii. Listening means hearing passively.
- iii. In a communication cycle, speaking is the skill that comes first.
- iv. While giving any presentation, we should follow the 80/20 rule of eye contact.

**Q 2.Answer the following Questions. (Any two) (6)**

- i. Describe any three ways to make a positive first impression in an interview.
- ii. Describe the two major types of communication.
- iii. Explain any three rules of formal grooming.

**Q 2.Answer the following Questions. (Any two) (10)**

- i. Briefly explain about any five ways of making an effective presentation. Give examples if needed.
- ii. What are the five stages of active listening? Explain briefly.
- iii. Explain briefly any five types of communication barriers.

