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SEAT No. _____

No. of Printed Pages : 2

Sardar Patel University

TYBA: SEM-V (CBCS) (REG. & NC)

UA05FEPS01 – Personality Development and Soft Skills-I

Monday, October 22, 2018, Time: 02:00pm to 04:00pm

Total Marks: 60

Q 1. Attempt the Following Multiple Choice Questions.

(15)

1. _____ allows several people to use the same software simultaneously to create document, keep track of project, route messages, and manage deadline.
a. Intrapersonal b. Groupware c. Interpersonal d. Extrapersonal
2. _____ is the full form of CD-ROM.
a. Computer disc-read-only memory b. Compact disc-read-only memory
c. Content disc-read-only memory d. Close disc-read-only memory
3. _____ is a method for creating a variety of ideas and perspectives.
a. Brainstorming b. Delphi Technique c. Nominal Group Technique d. None
4. _____ is a more complex and time-consuming alternative in group decision-making.
a. Brainstorming b. Nominal Group Technique c. Delphi Technique d. None
5. The _____ technique restricts discussion or interpersonal communication during decision-making process.
a. Delphi Technique b. Nominal Group Technique c. Brainstorming d. None
6. _____ is the major benefit of having a mobile phone.
a. Bookings b. Commonness c. Accessibility d. None
7. _____ is an important tool in assessing the effectiveness of communication.
a. Feedback b. Follow-up c. introduction d. Summary
8. Communication between human beings and non-human entities is _____.
a. Intrapersonal b. Extrapersonal c. Interpersonal d. Organizational
9. A _____ is a formal meeting in which experts on a particular subject domain have discussion about certain topic in that domain.
a. Seminar b. Symposium c. Conference d. Presentation
10. Which of the following means Clever?
a. Ingenuous b. Ingenious c. Ingenuous d. Inginius
11. Ingenuous means _____.
a. Courage b. Relinquish c. Frank d. Bloody
12. _____ means principal.
a. General law b. Chief c. Guide d. Action
13. Momentous means _____.
a. Imperious b. Very important c. Skillful d. Cunning
14. Which of the following means stationary?
a. Writing materials b. Motionless c. Brandish d. Bloody
15. Mettle means _____.
a. Courage b. Grave situation c. Advice d. Depravity

Q.2.A. Discuss in detail Formal and Informal Channels of Communication.

OR

(15)

Q.2.B. Define Group discussion and elaborate in detail various features of successful organizational group discussion.

Q.3.A. Define Communication and discuss in detail Function of Technical Communication.

OR

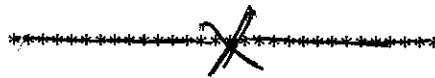
(15)

Q.3.B. Discuss in detail the negative impact of Technology-enabled Communication.

Q.4. Attempt ANY TWO short notes.

(15)

- 1) Non-verbal Communication
- 2) Objectives of Self-development
- 3) SWOT analysis
- 4) Elements of Technical Communication Process



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