

SEAT No. _____

No. of Printed Pages : 2

[90]

Sardar Patel University

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

UA06FEPD01/⁵⁰¹ Personality Development and Soft Skills-II

Monday, March 26, 2018, Time: 02:00pm to 04:00pm

Total Marks: 60

Q 1. Attempt the Following Multiple Choice Questions. (15)

1. _____ is the belief that one's own cultural group is somehow innately superior to others.
a. Ethnocentrism b. Experimental c. Educational d. None
2. In _____ interview, a supervisor periodically gives an employee feedback on his/her performance.
a. Campus b. Evaluation c. Disciplinary d. On-site
3. A _____ resume contains a brief summary of career highlights and qualification.
a. Chronological b. Functional c. Mini d. Targeted
4. _____ should be very limited during an interview.
a. Eye-contact b. Gestures c. Posture d. Space
5. 'Yours faithfully', 'yours truly' and 'yours sincerely' etc are _____.
a. Signature block b. Complimentary Close c. Enclosure d. Attention Line
6. In a _____ interview several job candidates are interviewed at once.
a. Panel b. Group c. Stress d. Traditional
7. Before going for an interview one should _____.
a. Be truthful b. Listen before answering
c. Research the company d. Give brief answer
8. Which of the following is not a type of resume?
a. Chronological b. Functional c. Psychological d. Targeted
9. A _____ resume list one's skills and experience first.
a. Functional b. Targeted c. Combination d. Mini
10. _____ interviews are conducted at company premises.
a. Off-site b. Campus c. Disciplinary d. On-site
11. One who believes that pleasure is the highest tool is _____.
a. Hawker b. Spark c. Invincible d. Hedonist
12. Aristocracy means _____.
a. A government run by poor people b. A government run by tyrant
c. A government run by Females d. A government run by rich people
13. One who devotes to the pleasure of eating and drinking is called _____.
a. Epicurean b. Edible c. Ambidextrous d. Anglophobe
14. One who dislikes Chinese and China is _____.
a. Sinophile b. Sinophobe c. Uxorious d. Sanctimonious
15. An elderly person who doesn't understand and approve modern ideas is _____.
a. Fumigate b. Fuddy-duddy c. Assistant d. None

Q.2. What is an Interview? Explain various categories of Job Interview.

OR

(15)

Q.2. Discuss in detail the factors affecting cross-cultural business communication.

Q. 3. What is Resume writing? Discuss various styles of Resume.

OR

(15)

Q.3. Discuss in detail the importance of Group discussion in selection process.

Q.4. Attempt ANY TWO short notes.

(15)

- 1) Stages of Interview
- 2) Telephonic Interviews
- 3) Types of Resume
- 3) Six Steps of Negotiations

-X-

②