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SEAT No. _____

No. of Printed Pages : 2

Sardar Patel University

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

UA06FEPD01 – Personality Development and Soft Skills-II

Monday, March 25, 2019, Time: 02:00pm to 04:00pm

Total Marks: 60

Q 1. Attempt the Following Multiple Choice Questions.

15 Marks

1. The employers are interested in the _____ section of a resume.
a. Objective b. Experience c. Summary d. Education
2. A _____ resume is customized to specifically highlight the experience and skills relevant to the job.
a. Functional b. Targeted c. Combination d. Mini
3. A _____ resume contains a brief summary of career highlights and qualification.
a. Chronological b. Functional c. Mini d. Targeted
4. _____ indicates that an additional paper has being included in the correspondence.
a. Reference Initials b. Delivery Notation c. Enclosure d. Postscript
5. _____ interviews are conducted at company premises.
a. On-site b. Campus c. Off-site d. Disciplinary
6. In _____ stage of interview company may ask the candidate to present themselves in two or three minutes in order to shortlist.
a. Test b. Presentation c. Group Discussion d. Medical Test
7. In _____ interview a supervisor talks with an employee about personal problems that are interfering with work performance.
a. Conflict Resolution b. Counselling c. Disciplinary d. Termination
8. _____ Compulsive longing for travel
a. Doromania b. Dromomania c. Dinomania d. Dacnomania
9. _____ mean obsession with writing.
a. Graphomania b. Graecomania c. Gamomania d. Gallomania
10. _____ means excessive devotion to accumulating facts.
a. Islomania b. Infomania c. Iconomania d. Italomania
11. _____ means an abnormal obsession with a single thought or idea.
a. Micromania b. Metromania c. Monomania d. Macromania
12. _____ means fear of people or society.
a. Antlophobia b. Anthropophobia c. Apeiophobia d. Apiphobia
13. _____ means fear of knowledge.
a. Eremophobia b. Epistemophobia c. Ergophobia d. Euphobia
14. _____ means fear of handwriting.
a. Gnosiophobia b. Graphophobia c. Garrulous d. Graminivore
15. _____ means fear of anything new, novelty.
a. Katagelophobia b. Kainolophobia c. Kleptophobia d. Kopophobia

(P.T.O.)

Q.2. What is Negotiation? Discuss formal and informal Negotiation.

OR

15 marks

Q.2. State in detail various types of Interview.

Q. 3. Discuss in detail the concept of Cultural sensitivity skills in the work place.

OR

15 marks

Q.3. Define Resume. Explain various types of Resume.

Q.4. Attempt ANY TWO short notes. 15 marks

- 1) Six Steps of Negotiation.
- 2) Planning an Interview.
- 3) The role and development of International Communication.
- 4) Resume, Biodata and Curriculum Vitae.

X
(2)