

SEAT No. \_\_\_\_\_

No. of Printed Pages : 02

[A-30]

Sardar Patel University

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

UA06FEP501 – Personality Development and Soft Skills-II

Monday, October 05, 2020, Time: 3:00pm to 5:00pm

Total Marks: 60

Q 1. Attempt the Following Multiple Choice Questions.

20 Marks

1. Which of the following is not a type of resume?  
a. Chronological      b. Functional      c. Psychological      d. Targeted
2. 'Yours faithfully', 'yours truly' and 'yours sincerely' etc are \_\_\_\_\_.  
a. Signature block      b. Complimentary Close      c. Enclosure      d. Attention Line
3. A \_\_\_\_\_ resume list one's skills and experience first.  
a. Functional      b. Targeted      c. Combination      d. Mini
4. 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
5. In \_\_\_\_\_ interview a supervisor tries to correct the behaviour of an employee who has ignored the organization's rule and regulations.  
a. Termination      b. Conflict Resolution      c. Counselling      d. Disciplinary
6. In \_\_\_\_\_ interview, two competing people or groups of people with opposing points of view, explore their problems and attitude.  
a. Counselling      b. Disciplinary      c. Termination      d. Conflict Resolution
7. In \_\_\_\_\_ interview a supervisor informs an employee of the reasons for the removal of the latter's job.  
a. Termination      b. Disciplinary      c. Conflict Resolution      d. Evaluation
8. \_\_\_\_\_ is a process in which two or more individuals or groups, having both common and conflicting goals, discuss proposals for specific terms of a possible agreement.  
a. Evaluation      b. Negotiation      c. Termination      d. Conflict Resolution
9. Before going for an interview one should \_\_\_\_\_.  
a. Be truthful      b. Listen before answering  
c. Research the company      d. Give brief answer
10. \_\_\_\_\_ interviews are conducted at company premises.  
a. On-site      b. Campus      c. Off-site      d. Disciplinary
11. \_\_\_\_\_ should be very limited during an interview.  
a. Eye-contact      b. Gestures      c. Posture      d. Space
12. \_\_\_\_\_ loves books.  
a. Anglophile      b. Entomology      c. Bibliography      d. Bibliophile
13. The art and science of cooking and eating good food is called \_\_\_\_\_.  
a. Anglophile      b. Gastronomy      c. Gastrophobe      d. Garrulous
14. \_\_\_\_\_ is an admirer of the Indian people, its culture, manners.  
a. Indophobe      b. Indoable      c. Indophile      d. Indophil
15. One who takes part in an enterprise of his own free will \_\_\_\_\_.  
a. Servant      b. Volunteer      c. Assistant      d. None
16. Great destruction and the loss of many lives is \_\_\_\_\_.  
a. Holocaust      b. Germicide      c. Homicide      d. None
17. One who enjoys pain or humiliation is \_\_\_\_\_.  
a. Talkative      b. Masochist      c. Garrulous      d. Boastful

18. \_\_\_\_\_ is a belief that one is extremely important.

a. Monologue                      b. Megalomania                      c. Meteorologist                      d. Megalomaniac

19. One who devotes to the pleasure of eating and drinking is called \_\_\_\_\_.

a. Epicurean                      b. Edible                      c. Ambidextrous                      d. Anglophobe

20. One who believes that pleasure is the highest tool is \_\_\_\_\_.

a. Hawker                      b. Spark                      c. Invincible                      d. Hedonist

**Q. 2. Define Interview. Expound on the various modes of Interview.**

**OR**

**15 marks**

**Q.2. Discuss in detail various steps of Negotiation.**

**Q.3 . Attempt (ANY FIVE out of TEN) short notes.**

**25 marks**

- 1) Cultural Sensitiveness in International Communication.
- 2) How to plan an Interview?
- 3) Facts about Resume.
- 4) Objective of Conduction an Interview.
- 5) Types of Resume.
- 6) Informal and formal Negotiations
- 7) Face-to-face Interview
- 8) Factors responsible for failure in Interview
- 9) Email Etiquette
- 10) Resume, Biodata and Curriculum Vitae

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