

SEAT No. _____

Sardar Patel University

[102]

TYBSW (SE): SEM-VI (CBCS) (REG. & NC)

UA06FBSE01 – 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 In _____ interview a supervisor periodically gives an employee feedback on his/her performance.

- A. Campus B. Telephonic C. Face-to-face D. Evaluation

2. Suitable and correct _____ enhance the overall effectiveness of any letter.

- A. Postscript B. Layout C. Copy notation D. Subject line

3. A _____ resume contains a brief summary of career highlights and qualification.

- A. Mini B. Targeted C. Chronological D. Functional

4. _____ should be very limited during an interview.

- A. Eye-contact B. Gestures C. Posture D. Space

5. A _____ resume list one's skills and experience first.

- A. Functional B. Targeted C. Combination D. Mini

6. In a _____ interview several job candidates are interviewed at once.

- A. Panel B. Group C. Stress D. Traditional

7. _____ interview is a personal communication between the interview panel and the interviewer.

- A. Telephonic B. Face-to-face C. Campus D. Evaluation

8. _____ resume focuses on your skills and experience, rather than on your work history.

- A. Mini B. Targeted C. Functional D. Chronological

9. 'Yours faithfully', 'yours truly' and 'yours sincerely' etc are _____.

- A. Signature block B. Complimentary Close C. Enclosure D. Attention Line

10. _____ is an admirer of German people, language, manners or ways of life.

- A. Germanophobe B. Germanophile C. Ambidextrous D. Anglophobe

11. A decision taken by the votes of all is _____.

- A. Anonymous B. Sanctimonious C. Uxorious D. Unanimous

12. _____ means without a body.

- A. Incorporeal B. Servant C. Assistant D. Indelible

13. _____ cannot be wounded.

- A. Epicurean B. Edible C. Invulnerable D. Anglophobe

14. _____ is a person, who dislikes Chinese and China.

- A. Sinophile B. Sanctimonious C. Uxorious D. Sinophobe

15. _____ is a person who enjoys pain in humiliation.

- A. Fumigate B. Fuddy-duddy C. Masochist D. Mediocre

Q.2. What is Resume writing? Discuss various types of Resume.

OR

(15)

Q.2. Discuss in detail the definition and scope of International Communication.

Q. 3. What is an Interview? Explain various types of Interview.

OR

(15)

Q.3. Define Negotiation. Explain Six Steps of Negotiations.

Q.4. Attempt ANY TWO short notes.

(15)

1) Stages of Interview

2) Media Interviews

3) Style of Resume

4) Importance of Group discussion in selection process.