

A-0729

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Roll No.

**CVDMM-103/CVEOM-103/
CVTEE-103/CDSA-103/
CCRT-103**

**For All Certificate Programmes Offered by
the School of Vocational Studies**

(Communication Skills and Personality Development)

Ist Semester Examination, June 2025

Time : 2:00 Hrs.

Max. Marks : 100

Note :- This paper is of Hundred (100) marks divided into Two (02) Sections 'A' and 'B'. Attempt the questions contained in these Sections according to the detailed instructions given therein. *Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.*

Section-A

(Long Answer Type Questions) 2×26=52

Note :- Section 'A' contains Five (05) Long-answer type questions of Twenty Six (26) marks each. Learners are required to answer any *two* (02) questions only.

1. What is communication ? Why is it important in both personal and professional settings ? Explain. [26]
2. How does skimming differ from scanning ? In what situations is each technique most effective ? Explain. [26]
3. What roles do empathy and emotional intelligence play in leadership ? How can leaders demonstrate these qualities in a meaningful way ? [26]
4. How can interviewee (Candidate) manage stress and anxiety during the interview process ? What techniques can help interviewee to maintain confidence ? [26]
5. How do you believe personality develops over time ? Do you think life experiences or genetic factors play a bigger role in shaping personality ? Express your opinion in this matter. [26]

Section–B

(Short Answer Type Questions) 4×12=48

Note :- Section ‘B’ contains Eight (08) Short-answer type questions of Twelve (12) marks each. Learners are required to answer any *four* (04) questions only.

1. Describe a situation where you had to take on a leadership role. What challenges did you face, and how did you overcome them ? [12]
2. What is the role of technology in modern communication ? What are its advantages and disadvantages ? Explain. [12]
3. How do you believe effective communication contributes to successful teamwork in a professional setting ? Explain with a suitable example. [12]
4. Can you describe the different types of facial expressions and what emotions they typically convey ? [12]
5. "Work culture impacts employee motivation and productivity" Comment on this sentence. [12]
6. Describe various methods for improving reading skills. [12]
7. Explain the importance of letter writing in written communication. Differentiate between formal, informal and demi-official letter. [12]

8. What personal qualities are essential for successful conflict resolution ? Discuss how you embody these qualities in your interactions with others. [12]
