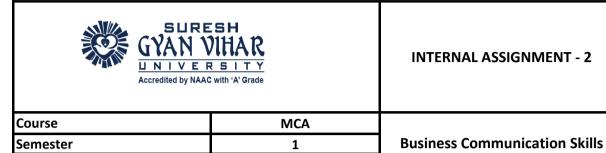


Q.1. \	Write answers f	for any two o	questions from	below. (5 marks e	ach – Word	limit - 500
--------	-----------------	---------------	----------------	----------	-----------	------------	-------------

- **A.** Write short notes on a) Self-Assessment Instrument. b) Interpersonal Inventory
- **B.** What are the communication skills that are needed for a successful Manager? Explain with examples.
- **C.** Explain the need for right posture in interviews.

- Q.2. Write short notes on all of the following topics (1 mark each Word limit 100)
- **A.** Importance of attitude
- **B.** Define emotional intelligence
- **C.** Types of listening
- **D.** Barriers to effective time management
- E. Significance of Interpersonal Relationships and communication



Q.1.	Write answers	for any two	questions f	rom b	elow. ((5 marks	each – V	Vord lim	it – 500)
------	---------------	-------------	-------------	-------	---------	----------	----------	----------	-----------

15

- **A.** Define art of listening. Explain the barriers of listening.
- B. Write short notes on a) Emotional Dissonance b) Emotions at workplace
- **C.** Briefly outline the importance of goals

- Q.2. Write short notes on all of the following topics (1 mark each Word limit 100)
- **A.** Definition of Communication
- **B.** Importance of goals

Total Marks:

- **C.** Measures to manage stress
- **D.** Conflict Management
- **E.** The function of attitude