

NGM COLLEGE (AUTONOMOUS): POLLACHI

END – OF – SEMESTER EXAMINATIONS: DECEMBER- 2022

B.Com-International Business

MAXIMUM MARKS: 50

V SEMESTER

TIME: 2 HOURS

PART – IV SKILL BASED ELECTIVE PAPER- I

PERSONALITY BUILDING

SECTION - A

(10 X 1 = 10 MARKS)

ANSWER ALL OF THE FOLLOWING QUESTIONS.

(K1)

MULTIPLE CHOICE QUESTIONS

1. Communication is a part of _____ skills

a) Soft	b) Hard	c) Rough	d) Short
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2. Which of these factors is not required to determine the purpose of speech?

a) Providing information	b) Discouragement
c) Accepting ideas	d) Entertainment
3. A _____ speaker looks into the eyes of the audience

a) Confident	b) Impatient
c) Rude	d) Impolite
4. Which of these qualities are important in a group discussion?

a) Emotional stability	b) Hostility	c) Ignorance	d) Aggressiveness
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5. Which of the following is appropriate for proper time management?

a) Greater focus	b) Eliminate distractions
c) Priority	d) All the above

ANSWER THE FOLLOWING IN ONE OR TWO SENTENCES

(K2)

6. State any two types of communication.
7. Define the public speaking.
8. List the any two importance of gestures.
9. Give the meaning of group discussion.
10. State the meaning of time management.

SECTION - B

(5 X 8 = 40 MARKS)

ANSWER ANY FIVE QUESTIONS OUT OF EIGHT QUESTIONS.

(K3)

11. Explain the importance of communication skill.
12. Enumerate the factors influencing in public speaking Do's and Don'ts.
13. Discuss the natures of body language.
14. Elaborate the importance of group discussion.
15. Examine the key objectives of business etiquette .
16. Describe the various types of communication.
17. Explain the importance of table manners.
18. Discuss the advantages and disadvantages of facial expression.
