

# Dr. Babasaheb Ambedkar Open University

## Term End Examination February – 2026

|              |                             |            |                      |
|--------------|-----------------------------|------------|----------------------|
| Course       | : BCA                       | Date       | : 24-Feb-25          |
| Subject Code | : BCAVA-307                 | Time       | : 03:00pm to 04.00pm |
| Subject Name | : Personality Development-I | Duration   | : 01 Hours           |
|              |                             | Max. Marks | : 35                 |

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### Section A

**Answer the following (Attempt any two)** (20)

- 1 Describe the process of knowing yourself.
- 2 Discuss the important email etiquette in detail.
- 3 What are the purposes of resume writing? Explain the types of resume in detail.
- 4 Explain various types of interview.

### Section B

**Answer the following (Attempt any two)** (10)

- 1 What are soft skills? Explain its importance.
- 2 Discuss the benefits of career planning.
- 3 Describe the essential aspects of team building.
- 4 Explain the kinds of stress.

### Section C

**Multiple Choice Questions:** (05)

- 1 \_\_\_\_\_ is reflection of your thought.  
A. Attitude B. Behaviour  
C. Action D. Conflict
- 2 What we perceive is construction of our \_\_\_\_\_.  
A. Belief B. Thought  
C. Notions D. Brain
- 3 Our perception about others is influenced by their \_\_\_\_\_ characteristics.  
A. Physical B. Mental  
C. Social D. Religious
- 4 We should \_\_\_\_\_ from our mistakes and move forward.  
A. Understand B. Learn  
C. Move on D. Be away
- 5 Through \_\_\_\_\_ and self-evaluation any one can change for the better.  
A. Dedication B. Persistence  
C. Introspection D. Motivation

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