

**602208**

**May 2024**

**M.C.A. - II SEMESTER**

**INTERVIEW AND GROUP DISCUSSION SKILLS**

**(AUD-08)**

Time : 3 Hours]

[Max. Marks : 75

*Instructions :*

1. *It is compulsory to answer all the questions (1.5 marks each) of Part-A in short.*
2. *Answer any four questions from Part-B in detail.*
3. *Different sub-parts of a question are to be attempted adjacent to each other.*

**PART-A**

1. (a) Team participation. (1.5)
- (b) Types of Group discussions. (1.5)
- (c) What kind of research to be done for interview? (1.5)
- (d) How to boost your self-confidence? (1.5)
- (e) Mock interview. (1.5)

- (f) How to develop fluency? (1.5)
- (g) Suggest any *two* controversial topics for GD. (1.5)
- (h) Process of Group discussion. (1.5)
- (i) Any *three* interview skills. (1.5)
- (j) Any *two* exercises to improve articulation. (1.5)

**PART-B**

- 2. (a) Through real-life anecdotes, state some of the bold actions taken by leaders who you admire the most. (10)
- (b) Explain the role of listening in Group Discussion. Give tips for becoming a good listener. (5)
  
- 3. (a) Describe the advantages and limitations of body language in interview. (5)
- (b) What do you understand by vision and goal orientation? Explain with example. (10)
  
- 4. How do you think communication and confidence at work place facilitates your carrier growth and helps in maintaining good relations at work? (15)
  
- 5. (a) Make a list of commonly asked interview questions by the panel of interviewers. (5)
- (b) What do you mean by personality development? Explain the effective ways to develop a sound personality. (10)

- 6. (a) How would you plan for conducting the interview? What necessary preparations should be made before conducting the interview? (10)
- (b) What a candidate should and should not bring at the time of interview? (5)

- 7. Define communication. Do you think that communication plays a role in the development and success of a person? (15)
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