



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

Personal Grooming and Development

ADD-SC-01

Time: 1Hour

Marks: 20

Date:27/9/2019

(Answer all Questions)

1x20

1

What is Self-Evaluation?

2

Benefits of Self –Evaluation?

3

What is Self-Awareness?

4

What is the importance of Self Discretion?

5

What is attitude?

6

What is ascribed attitude and achieved attitude?

7

How do psycho-social factors influence attitude formation?

8

Benefits of self-criticism?

9

Steps for goal setting

10

What are SMART goals?

11

- 12 What are long term and short term goals?
- 13 Types of presentation?
- 14 Etiquette to be followed in a business
- 15 What is e-mail etiquette?
- 16 What is Listening Skill?
- 17 What is Presentation Skill ?
- 18 Relevance of Book Review?
- 19 What should be the life time goals?
- 20 Is there any blue print for Success? If yes Mention
- What is Negotiation Skill?

S. Anand

