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| **PROGRAM** | **BACHELOROFBUSINESSADMINISTRATION(BBA)** |
| **SEMESTER** | **I** |
| **COURSE CODE &NAME** | **DBB1101-COMMUNICATION & PERSONALITY****DEVELOPMENT** |
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**SET-I**

**1 Illustrate all the different types of Tenses. Give examples. 10**

**Ans 1.**

**Introduction:**

Tenses are a fundamental aspect of grammar that convey the timing of actions or events in a sentence. They enable us to express whether an action is happening in the present, happened in the past, or will occur in the future. English grammar recognizes several different tenses, each serving a unique purpose. In this discussion, we will explore the major types of tenses and provide examples to illustrate their usage.

**Concept:**

Present Simple Tense: The present simple tense is used to describe actions that are habitual, general truths, or timeless facts. It is formed by adding an 's' to the base form of the verb for

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**2 Definethe following and also give examples for each:**

**Noun**

**Pronoun**

**Conjunction**

**Preposition**

**Interjection**

**Ans 2.**

**Introduction**

Language is a powerful tool for communication, and understanding its fundamental components is essential for effective expression. Among these components, nouns, pronouns, conjunctions, prepositions, and interjections play pivotal roles. Nouns are words that represent people, places, things, or ideas, such as "dog," "Paris," or "freedom." Pronouns, like "he," "she," or "it," replace nouns to avoid repetition. Conjunctions, such as "and," "but," and "or," connect words, phrases, or clauses in sentences. Prepositions, like "in," "on," and "under," establish relationships between objects in space or time. Interjections, like "wow,"

**3 Illustrate the steps of making a flash card choosing any word of your choice. You may use diagrams.**

**Ans 3.**

**Introduction**

Flashcards, known for their quintessential role in active recall learning, are simple yet remarkably effective educational tools that promote memory retention through repetitious exposure and testing. They're widely employed in various educational settings, from elementary schools to professional development courses, aiding in the learning of languages, mathematics, science, and more. Essentially, a flashcard contains a cue or question on one side and the corresponding answer or information on the other, acting as a quick reference and self-testing tool. Creating a flashcard can be straightforward, yet it should be

**SET-II**

**4 What are the different types of questions that can be asked from a Reading Comprehension? Explain.**

**Ans 4.**

**Introduction**

Reading comprehension serves as a pivotal skill across various domains, intertwining an individual's ability to understand, analyze, and assimilate information conveyed through text. This cognitive faculty isn't merely about discerning words but involves a nuanced engagement with the text, synthesizing its meaning, and connecting it with existing knowledge. Assorted types of questions stemming from reading comprehension tasks are curated to assess diverse aspects of understanding, including textual interpretation, vocabulary, inference, and critical analysis. An intricate weave of these queries demands

**5 Define Leadership. Explain the different types of leadership profiles.**

**Ans 5.**

**Definition of Leadership**

Leadership is the act or practice of influencing, guiding, and empowering a group or team towards achieving common goals. It involves inspiring others, making strategic decisions, and creating an environment that fosters collaboration, innovation, and accomplishment. A good leader typically encompasses traits such as vision, integrity, empathy, resilience, and effective communication.

**Leadership Profiles**

**Transformational Leadership:** Transformational leaders inspire and motivate their followers by creating a vision of a better future. They focus on changing, transforming, and

**6 Explain the four quadrants of the Johari Window in detail. Use your own examples.**

**Ans 6.**

The Johari Window is a psychological tool developed by psychologists Joseph Luft and Harrington Ingham in 1955. It's designed to help individuals understand and improve their self-awareness and interpersonal relationships. The model divides information about a person into four quadrants, each representing a different aspect of their personality or self-concept. Let's explore each quadrant in detail with examples:

**Open (Arena)**:

* + The Open quadrant contains information about yourself that you are aware of and that others are also aware of. It represents the "public" or "known" aspect of your personality.