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| **SESSION** | **OCTOBER/NOVEMBER 2024** |
| **PROGRAM** | **BACHELOR OF COMPUTER APPLICATIONS (BCA)** |
| **SEMESTER** | **II** |
| **COURSE CODE & NAME** | **DCA1204 COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT** |
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**Set-I**

**1. Discuss the process of Communication in detail.**

**Ans 1.**

**The Process of Communication**

Communication is a fundamental human activity that involves the exchange of information, ideas, thoughts, and emotions between individuals or groups. It is essential for personal, social, and professional interactions. The communication process can be described as a systematic series of steps that enable the effective transfer of a message from a sender to a receiver. This process is cyclical and dynamic, involving various components and barriers.

**1. Sender** The process of communication begins with the sender, who is the originator of the message. The sender has an idea, thought, or information they wish to convey to another person

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**2. Explain SQ3R method used in reading skills. Throw some light on strategies adopted for effective listening.**

**Ans 2.**

**SQ3R Method for Reading Skills**

The **SQ3R method** is an effective strategy to enhance reading comprehension and retention. It is a systematic approach that stands for **Survey, Question, Read, Recite, and Review**. This method not only helps in better understanding of the material but also improves the ability to recall important information. Here's a detailed explanation of the steps:

**Survey** Before diving into the text, survey or skim through it to get an overview. Look at

**3. Discuss the different types of Orgnaizational Documents.**

**Ans 3.**

**Types of Organizational Documents**

Organizational documents are essential records that define, guide, and support the operations, structure, and goals of an organization. These documents serve as a framework for governance, communication, legal compliance, and strategic planning. They can be broadly categorized into foundational, operational, and communication documents, each serving specific purposes.

**Foundational Documents**

Foundational documents outline the fundamental aspects of an organization, such as its purpose,

**Set-II**

**4. What do you understand by the term” Personality”. Explain in detail its various categories.**

**Ans 4.**

**Understanding the Term "Personality"**

Personality refers to the unique set of characteristics, traits, behaviors, and patterns of thinking that define an individual’s distinct identity. It encompasses the emotional, cognitive, and social aspects of a person that influence their interactions with the world around them. Personality is shaped by a combination of genetic predispositions, environmental influences, experiences, and cultural background. It is dynamic and evolves over time as individuals grow and adapt to

**5. Explain the various theories of Time Management.**

**Ans 5.**

**Theories of Time Management**

Time management refers to the process of organizing and planning how to allocate time effectively across tasks and activities to maximize productivity and achieve goals. Over the years, various theories and frameworks have been developed to help individuals manage their time more efficiently. These theories provide structured approaches to prioritize tasks, reduce procrastination, and improve overall efficiency.

**1. The Eisenhower Matrix (Urgent-Important Matrix)**

Developed by former U.S. President Dwight D. Eisenhower, this theory emphasizes prioritizing

**6. Explain the different categories of leaders found in workplace. Discuss the application of Johari Window for understanding Self.**

**Ans 6.**

**Categories of Leaders in the Workplace**

Leaders in the workplace play a pivotal role in guiding teams, fostering productivity, and achieving organizational goals. Leadership styles often vary depending on the individual’s approach, personality, and priorities. Here are the key categories of leaders typically found in workplaces:

* **Autocratic Leaders** Autocratic leaders make decisions independently, relying on their authority to direct team members. While they ensure tasks are completed efficiently, their rigid approach may stifle creativity and discourage employee input.
* **Democratic Leaders** Democratic leaders encourage participation and value the opinions