**BHARATI VIDYAPEETH’S**

**INSTITUTE OF COMPUTER APPLICATIONS & MANAGEMENT (BVICAM)**

(Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi) A-4, Paschim Vihar, Rohtak Road, New Delhi-110063, Visit us at: <http://www.bvicam.in/>

Course Code: BA(JMC) 107 Course Name: Personality Development

**ASSIGNMENT**

(Based on Unit-1 & Unit-2)

Q1. Write short notes on: (5 x 3 = 15)

1. Explain the important characteristics of a person with Positive Personal Attitude.
2. Describe the different types of personalities with suitable examples.
3. Explain how Syntax and Paralanguage helps in effective communication in personality development.
4. What are the benefits of Inter-Cultural diversity in workplace?
5. Describe how Professional Communication is necessary in business setting.

(3 x 5 = 15)

Q2. “Developing a truly positive mindset is a function of the thoughts you cultivate.” Elaborate on this statement and mention the steps needed to develop positive attitude in yourself.

Q3. Elaborate in detail about the professional skills required for individuals looking to succeed in the field of Media Ownership.

Q4. Prepare a resume that highlights your skills and experiences so that it helps you stand out as a potential employee to your desired company/organisation.