A. Find out the correct one whether True or False): (1 X 10 = 10)

1. Personal address and educational brief are the important components of Biodata.
2. Interviewer and interviewee are the important Components of interview.
3. The full form of Biodata is biographical data.
4. Biodata includes personal details, education, skills and work experience.
5. Projective techniques help in assessing our personality.
6. Self confidence is needed for public speaking skill.
7. Proper eye contact helps in impressing interview board members.
8. In most of the career art of public speaking plays significant role.
9. Voice modulation is an important component of public speaking.
10. Communication process is mainly of two types.
11. Good public speaker always deliver speech on the basis of audience's psychology.
12. Barriers of communication may be removed.

2. Answer any five of the following questions very briefly: (2 x 5=10)

1. What is Biodata?
2. What is communication?
3. What is CV?
4. What do you mean by Resume in job application?
5. Write any two components of Biodata.
6. Name any two factors affecting Interview.
7. Define Interview.
8. What are the types of Interview?
9. What are the two types of communication?

3. Write Short Notes on any four of the following: 5 x 4 = 20

a. Ways of becoming better public speaker.

b. Barriers of communication.

c. Mock Interview.

d. What are the common desirable qualities to attend a formal interview?

e. Ways to develop interview skills.

f. Merit of oral interview.

g. Merit of written interview

h. What is personality?

4. Write any one of the following: ( 10 X 1 = 10)

i. Briefly discuss the types and merits of Interview

ii. Ways to develop writing skills.

iii. Ways to develop interview skills.

iv. Briefly discuss the concept of Biodata, Resume and Curriculum Vitae.