

SHREE NARAYANA COLLEGE OF COMMERCE

AHMEDABAD

Name of the Department: English and CC Dept.

Subject: SEC- Personality and Leadership Development

Class & Semester: B. com sem II

Faculty Name: Dr. Nivi Chaudhary

ASSIGNMENT

SECTION – 1 (UNIT – 1)

Write the short answer of all the questions mentioned below.

1. Define personality and explain its importance in daily life.
2. Differentiate between an extrovert and an introvert with suitable examples.
3. Explain how hereditary factors influence personality development.
4. Describe the role of physique and physical health in shaping personality.
5. Explain the role of mass media in personality development.
6. Define etiquette and explain the importance of business etiquette.
7. Write short notes on any four tips for enhancing personality

SECTION – 2 (UNIT – 2)

Write the short answer of all the questions mentioned below.

1. Define leadership and explain its importance in an organization.
2. Discuss the evolution of leadership in the Indian context.
3. Explain the importance of interpersonal and team-building skills in leadership development.
4. Explain the different styles of leadership.
5. What are the characteristics of a good leader?
6. Define active listening and explain its importance for leaders.
7. How can leaders overcome biases in decision-making?

SECTION – 3 (Unit- 1,2)

1. Which leadership style gives full authority to the leader?
 - a) Democratic
 - b) Autocratic
 - c) Laissez-faire
 - d) Situational
2. Emotional intelligence helps a leader to:
 - a) Control finances
 - b) Understand emotions
 - c) Increase production
 - d) Avoid communication
3. Which of the following is a characteristic of a good leader?
 - a) Bias

- b) Irresponsibility
 - c) Integrity
 - d) Negligence
4. Non-verbal communication includes:
- a) Email writing
 - b) Gestures and body language
 - c) Telephone calls
 - d) Reports
5. Diversity in leadership means:
- a) Same type of employees
 - b) Different backgrounds and ideas
 - c) No teamwork
 - d) Strict rules
6. Virtual teams mainly work through:
- a) Face-to-face meetings only
 - b) Letters
 - c) Digital communication tools
 - d) Notice boards
7. Which of the following is a type of personality?
- a) Leader
 - b) Extrovert
 - c) Manager
 - d) Teacher
8. The nervous system mainly controls:
- a) Emotions and responses
 - b) Income
 - c) Culture
 - d) Religion
9. WhatsApp and Instagram are examples of:
- a) Print media
 - b) Electronic media
 - c) Social media
 - d) Radio media
10. Business etiquette is mainly related to:
- a) Family behavior
 - b) Workplace behavior
 - c) Religious practices
 - d) Festivals
11. Avoiding backbiting helps in building:
- a) Negative image
 - b) Poor communication
 - c) Good character
 - d) Conflict
12. Leadership development is important for:
- a) Controlling others
 - b) Guiding and motivating people
 - c) Ignoring teamwork
 - d) Avoiding responsibility
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