COMMON SUBJECT
PERSONALITY DEVELOPMENT

1. **Skills** are acquired through practice and patience.
2. A skilled person uses **less time, energy** and resources to do a job and produces quality results.
3. WHO means - **World Health Organization.**
4. Definition of skill:. **Abilities for adopting positive behaviour that enable individuals to deal effectively with the demands and challenges of everyday life.**
5. Ten core life skills:. **a.) Self awareness b.)empathy c.)critical thinking d.)creative thinking e.)problem solving skills f.)decision-making g.)interpersonal relationship h.)effective communication i.)coping with emotions j.)coping with stress**
6. **Self Awareness** is necessary for developing a positive attitude towards life.
7. **Empathy** is the ability to be sensitive to another person's situation.
8. **Critical thinking** is the ability to analyse information and experience in an objective manner.
9. The process of problem solving steps are:. **a.)Identifying the problem b.)exploring the available alternative c.)deciding on the best possible solution**
10. Factors influencing /shaping personality:. **a.)Hereditary b.)Self-development c.)Environment d.)Education e.)Life-situations f.)Past experiences g.)Dreams and ambitions h.)self-image i.)values**
11. A person who adheres to high moral standards is a well-respected member of the society is called **values.**
12. Definition of self awareness:. **Self awareness involves knowing ourselves and our personality and accepting oneself in spite of a imperfection.**
13. Empathy has the following components:. **a.)Putting oneself and others shoes b.)To see things the others point of view c.)Understanding and feel the other person's feelings d.)Being able to communicate this understanding the person,and action away words e.)Being non-judgmental and not a grain or disagree with the person ,but accepting the person and their behaviour f.)Not talking the issue on one's own shoulders.**
14. Critical thinking requires skills in:. **a.)Analysing the information and examining it in drill b.)Thinking about different perspectives and possibilities c.)Problem solving-considering available information before making an**

appropriate decisions d.)Reasoning-Thinking logically; making links between ideas and information e.)Evaluating-examining information to assess whether it is useful,relevant and reliable.

15. Creative thinking has following components:. **a.)An ability b.)An attitude c.)A process**
16. Creative person has the following characteristics:. **a.)Curious b.)Seeks problems c.)Enjoys challenge d.)Optimistic e.)Able to suspend judgement f.)Comfortable with imagination g.)Sees problems as interesting h.)Problems are emotionally acceptable i.)Challenges assumptions j.)Doesn't give up easily: Perseveres,works hard.**

PD-II
COMMUNICATION SKILLS

1. What is communication:. **Communication is sharing ideas, opinions, thoughts, feelings and understanding through speech, writing, gestures or symbols between two or more persons.**
2. Three ways of communication: **a.) Aggressive. b.) Passive. c.) Assertive.**
3. Components of effective communication: **a.) Verbal communication. b.) Non-verbal communication. c.) Listening.**
4. Common barriers to effective communication:. **a.)Listening barriers b.)Barriers while speaking c.)Reducing the communication gap**
5. Other barriers to communication: **a.) Assumptions, for instance assuming others see a situation same as you or have same feelings as yours. b.) Patterns/ reverting to type. c.) Language - different level of meaning. d.)Erroneous transition, value judgement. e.) Use of negative words. f.) Perceptions - depending on mood, the receiver may misinterpret the message.**
6. The following steps are reducing the communication gap:
   a.) Plan ahead. b.) Involves others to contribute to planning. c.) Listen to the suggestions made by others. d.) Speak with purpose and be specific.
   e.) Justify your stand without upsetting others. f.) Have sense of humour. g.) Have empathy. h.) Do not be

judgemental. **i.) Do not underestimate the ability of others to contribute.** **j.) Observe the body language or the non-verbal communication of others.** **k.)Be transparent to inform others of the planned activities and get feedback.** **l.) Make modification in the plant to suit the need.** **m.) The words 'yes' and 'no' are very powerful. Learn to use them appropriately.**

PD-III
GROUP DISCUSSIONS

1. **Stress** is unique and personal to each and everyone.
2. Stress management techniques:. **a.) Take deep breath.** **b.) Talk it out** **c.) Take a break** **d.) Create a quiet place in your mind.** **e.) Pay attention to physical comfort.** **f.) Move.** **g.) Take care of your body.** **h.) Laugh.** **i.) Manage your time.** **j.) Know your limits** **k.) Have a good cry.** **l.) Look for the good things aroud you.** **m.) Talk less, listen more.**
3. How to change your mindset:. **a.)Get the best information only** **b.)Role model the best people** **c.)Examine your current believes** **d.)Shape your mindset with vision and goals** **e.)Find your voice** **f.)Protect your mind set** **g.)Let go of comparisons** **h.)Put an end to the perfectionism** **i.)Look at the evidence** **j.)Redefine what failure means** **k.)Stop worrying about what people think.**
4. Time management helps us for: **a.)Reduce or eliminate waste time and effort so you will have more productive time each day** **b.)Improve your productivity so you can accomplish more with less effort** **c.)Focus your time and energy on what is most important and make time for the things you want and value.Thus, help you find greater balance and fulfillment** **d.)Improve your performance while reducing stress** **e.)Set an achieve your long term goals.**
5. Principles of Time management:. **a.)Develop a personal sense of time** **b.)Identify long term goals** **c.)Concentrate on hire return activities** **d.)Weekly and daily planning** **e.)Make the best use of your best time** **f.)Make use of committed time** **g.)Manage your health.**

6. Etiquette:. **Etiqutte is a code of behaviour that delinates expectations for social behaviour according to contemporary conventional norms within a society, social class or group.**
7. Types of Etiquette:. **a.) Social Etiquette. b.) Bathroom Etiquette c.) Corporate Etiquette. d.) Wedding Etiquette. e.) Meeting Etiquette. f.) Telephone Etiquette. g.) Eating Etiquette. h.) Business Etiquette.**
8. How to improve social skills? **a.)Be yourself. b.)Be responsible. c.)Be open and approachable. d.)Be attentive. e.)Be polite. f.)Be aware. g.)Be cautious.**
9. Definition of a group:. **A group can be defined as any number of people who share goals,often communicate with one another over a period of time, and a few enough, so that each individual may be communicate with all others, person-to-person.Two or more people interacting to achieve a common objective is also called a group.**
10. Classification of Groups:. **a.)Friendship group. b.)Task group. c.)Formal group. d.)Informal group. e.)Effective group.**
11. Definition of a team:. **When two are more people are interdependent, who share responsibility for outcomes for see themselves and are seen by the others as an intact social entity in a larger social system are called Teams.**
12. Types of Teams: **a.) Functional teams. b.) Problem solving teams. c.) Cross- functional teams. d.) Self- managed teams.**
13. While under stress we may experience the following feelings, thoughts, behaviours or physical Symptoms: a.) **Feelings**: Anxiety, irritability, fear, moodiness, embarrassment. b.)**Thoughts**: self-criticism, difficult in concentrating or making decisions, forgetfulness, pre- occupation with the future, repetitive thoughts, fear of failure. c.) **Behaviour**: Stuttering, difficulty in speaking, crying, acting, impulsive, do not feel like talking to anyone, nervous laughter, yelling at friends and family, grinding teeth, jaw clenching, increased smoking, alcohol or drug use, increased or decreased appetite. d.) **Physical Symptoms**:. Tight muscles, cold or sweaty hand, headache, back or neck problems, sleep disturbances, abdominal pain, more colds and infections, fatigue, rapid breathing, pounding heart, trembling, dry mouth.
14. What are the ways to improve social skills? **a.)Be yourself. b.)Be responsible. c.)Be open and approachable.**

d.)Be attentive. **e.)Be polite.** **f.)Be aware.** **g.)Be cautious**

15. Benefits of career counselling: **a.) Helps in determining or student's true potential** **b.) Clear double.** **c.) Support and motivation.** **d.) Guidance to students.**
16. **Curriculum vitae (resume) -** It is an outline of a person's educational and professional history, it is usually prepared for job applications.
17. What are the points to improve public speaking:. **a.) Stage presence.** **b.) Voice control.** **c.) Tone.** **d.) Pitch** **e.) Volume.** **f.) Body language.** **g.) Delivery.** **h.) Audience relations.**