MA (JAMC)   (Sem. – 4)
PERSONALITY DEVELOPMENT AND SOFT-SKILLS
Subject Code: MAJMC406-18
M Code: 77962
Date of Examination : 22-12-2022

Time: 3 Hrs.   Max. Marks: 60

INSTRUCTIONS TO CANDIDATES:
1. **Attempt any FIVE questions, selecting at least ONE question from each section. FIFTH question can be attempted from any section.**
2. **Each question carries TWELVE marks.**

SECTION-A

1. Explain the different types of letters and its importance and function.

2. Explain the importance of power point along with guidelines to make presentation interesting.

SECTION-B

3. What is the difference between computer memory and operating system? Explain the types of computer memory.

4. Explain the 7C's of communication along with relevant examples.

SECTION-C

5. Explain the impact of social networks such as WhatsApp and Youtube on youth during COVID -19 crisis.

6. Define blogging and its relevance in the twenty first century.

SECTION-D

7. Explain the importance of dress code and time management in the organizational communication.

8. Explain the different devices of computer system.

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.