

Roll No.

Total No. of Pages: 01

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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.