# PERSONALITY DEVELOPMENT SYLLABUS

#### **OBJECTIVES:**

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

### **UNIT-1 Personality Development Skills**

- Introduction to personality
- Definition
- Elements of personality
- Determinants
- Self-Esteem and Self-Confidence
- Thinking and Problem Solving Skills

#### **UNIT-2 Interpersonal Skills**

- · Hard Skills and Soft Skills
- Effective Communication
- Social Effectiveness
- Leadership
- Personal Grooming
- Personal Hygiene

## **UNIT-3 Body Language**

- Introduction of Body Languaga
- Definition
- Types of body language
- functions of body language
- Role of body language
- Proxemics

# **UNIT-4 Interview Preparation**

- Introduction of Interview Preparation
- Resume Writing
- Dress Code
- Mock Interview
- How to be Successful in an Interview
- Preparation of Self Interview
- Skills for successful interview

# COMMUNICATION SKILLS

# **SYLLABUS**

## **OBJECTIVES:**

To understand the scope of communication skills personality and its development

To develop core skills for development of self

To cultivate interpersonal for successful life

# **UNIT-1** Communication: An Introduction

- Definition ,Nature and Scope of Communication
- Importance and Purpose of Communication
- Process of Communication
- Types of Communication
- Effective Communication
- Communication Techniques
- Barriers to Communication

# **UNIT-2 Non-Verbal Communication**

- Personal Appearance
- Gestures , Postures
- Facial Expression
- Eye Contacts
- Body Language
- Time Language
- Tips for Improving Non-Verbal Communication

# **UNIT-3** Listening skills

- Purpose of Listening
- Listening to Conversation (Formal and Informal)
- Active Listening an Effective Listening Skill
- Benefits to Listening

- Academic Listening (Listening to Lectures)
- Listening to Talks and Presentations

# **UNIT-4 Oral Communication Skills**

- Importance of Spoken English
- Status of Spoken English in India
- International Phonetic Alphabet Symbols
- Spelling and Pronunciation
- Asking for and giving information
- Congratulating people on their success

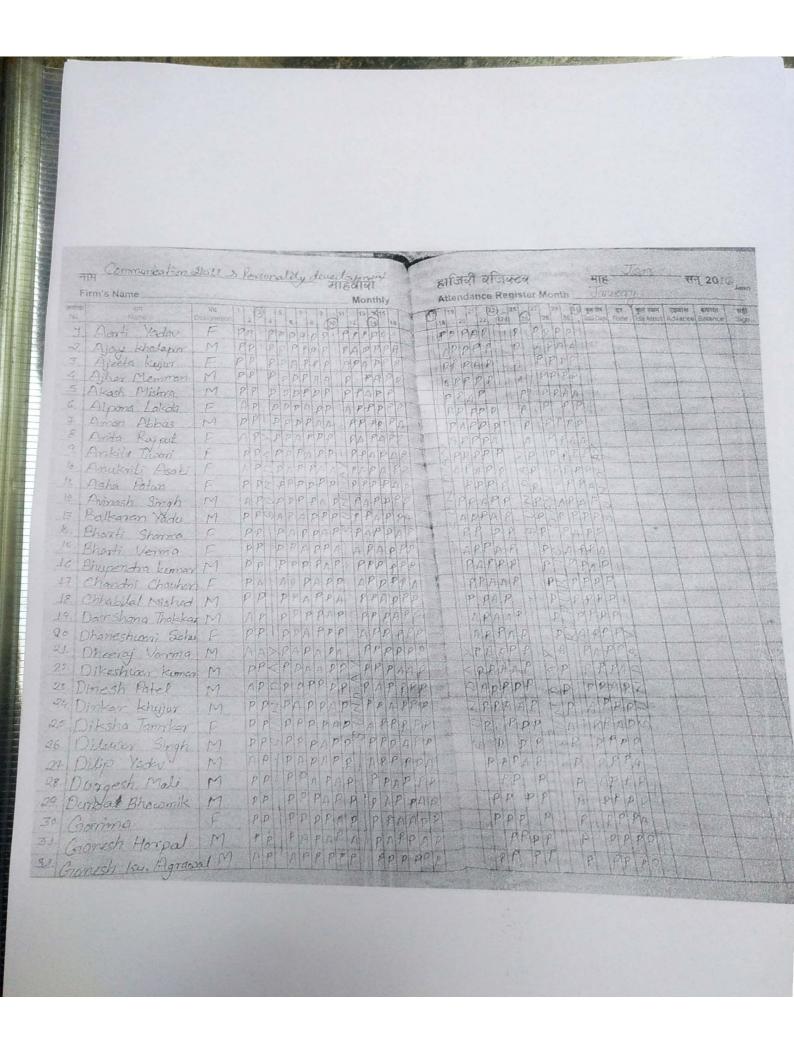
#### TIME TABLE

#### **SESSION 2015-16**

# Communication Skills and Personality Development

Time: 10:00 -11:45 AM

S .NO.	DAY	COMMUNICATION SKILLS 10:00-10:45 AM	BREAK 10:45- 11:00AM	PERSONALITY DEVELOPMENT 11:00 - 11:45 AM
1	MONDAY	DR. S. FRANCIS	В	DR. DIVYA SHARMA
2	TUESDAY	MR. VIVEK SHARMA	R	MR. KAILASH SHARMA
3	WEDNESDAY	DR. M.K. SHARMA	E	MRS. SUMAN PANDEY
4	THURSDAY	DR. S. FRANCIS	А	DR. DIVYA SHARMA
5	FRIDAY	MRS. RASIKA MALAVIYA	К	MRS. REENA SHUKLA
6	SATURDAY	MR. VIVEK SHARMA		MR. KAILASH SHARMA



	Commence Commence of State of Commenting Southern France		িনিনী স্বভিন্দেহন Mendance Register Month	Tarmong
2778	This Name Monthly		(m) (m) (m) (m) (m) (m)	ST STATE THE STATE OF THE STATE
No	Designation   2   4   6   5   10   12   10   12   10   12   10   10	1	MORPHUNICALIST	
Tr.	Grammer Singh Tholand PIPPER PPPER THANK		TOTAL PROPERTY.	
	Coepi su Sover   M PINEY PAPER		Population	The test
32	Combo Decispan E Place of Per 11200	8 3 75 8	THE PERMIT	plot + +++
37	Hericant Chandelon Me Apple Plan PAP		THE PARTY OF THE	PI A STATE OF THE
38	Himmi Yadar F P P P P P P P P P	AND THE PROPERTY OF	Chippenton and Particle	datable to
3	Litesh kumay 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	PALIC	I INTERPOLICION	PAG T
100	Trada Kasak to pak pak pak pak	200	TIPPIAIRIN SAIS	MARKE IA
46	JOSES PROCE PORCE PROPERTY PARTY PAR	Alput	DIAPIPIALE IZPE	PIPIPIA
43	John Solve F PROPERTY PROPERTY	Para	APPPALLA	totalaixad t
44	January January January Moral Photology		TELPHY APPLY 19	3 10 19 2 2 1
45	LESTER DESCRIPTION OF THE PROPERTY OF THE PROP		1 - Tripling Pale 1	KAPIPIPIPI
46	John Bromer - Population PA BE	444	A STATE OF THE STA	MARRIAN
44	Justi Kumai E PP APPA	ol plate	PARTER PROPERTY	PHPPP
8	A A 4 4 to the Part Land of the	PP PN	11 - I Told V	IPPOPPPPIL
49	Management Description		HI PAPPE	PULL SA POLOTIF
50.	ALL THE COMMENTS OF THE PROPERTY OF THE PARTY OF THE PART	A Plateta	MAPPAP	TPE-PPRALL
57.	I work Navious /	A Provide	PPPE	Flow Prints
52		000	PAPP	SPAPPING
53		AAAA	The state of the s	Eletat Halvible
54,	Koushaya agat M PP 1818/1818	0 2	mot CPPPAP	MARTAR
	I remest comes of parties of the	TAK 19	tal Experi	PI LIPITIPA
	PIDE PININE	SIDELLIN	HENZIST TOTAL	PI TO PI LATELA
	15251001 LANDER TO POPULAR	ZITAPY	100	TO LANGE
7	TYPE SOLUTION OF DEPENDE	37174	plotal TOPP	to the table
	LALLE MARKET CONTRACTOR OF THE STATE OF THE	HAPP		00 8 01
7	Law Kermon Verma 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	I I API	tatomic lucion	Port of the
	SILI MATERIAL	HOA	Distant The	
	A KNOWN XGHOW M PP PMPP		Jord W. W.	
	ALL PRINTERS	PHAR	pop sol	IPP If
1	Let Ky Sahu I Tall a popo	PILLAR	PIPIPY 1-1-12-1	AMILIA
- for	Todhu Sohu - PARAME	to the	PPPPP 11	MINISTER STATE
	ACTIVITY OF THE PROPERTY OF THE PARTY OF THE	A PARTITION	THE RESERVE AND ADDRESS OF THE PARTY OF THE	

Monthly  Mon	ना	Communication Stilles R	Asteras.	lity do	ustajon	भार				हाजि	वी व	(Gla	CQ lister	Mon	th	माह	Toou	ज्या । ०००	स	7 201G	Jaieri
Modern Traca M PP 1 AP	PER STATEMENT					¥ (%)	Mont	hly		Atten	121	28 2	5 27	29	18	कृश्चित	दर	कुल रिक्रम	गुड्यांस	- वकावा	सर्वे
Express Add M POPPRA APPAR APPARED APP	No .	Name Dust	mation	2 4 6	8 8	10	12 6	16		18 2	0 72	[23]	0 0 5	28	30		Rate	Total Amount	Advance	Betance	Sign
Commission Verma M Pro Prepara April 1 Proposed	5	Madhum Trapa 1	EN P	PIAP	PPP	PIP	PH	100	Y					DE				1		1	-
68 Minakshi Shiho E PP APPAPAPAPAPAPAPAPAPAPAPAPAPAPAPAPA	66	Manas Pal		PPPA	4 PV	P	000	ALA P		PP	TH		P	0	plet		1	1	1	1	1
68 Minakshi Shiho E PP APPAPAPAPAPAPAPAPAPAPAPAPAPAPAPAPA			M P	2 1 1 2 1	PP	A	PO	0 0		DA	TAI	0	0	PA	PP						
70 Mithum Jagat M PANDPAPAR PROPER APPARA AP			E	P	9/11/	P	PAD			AL	PAY	P	10	b f	AP	5					
72 Moken Vokaderma M PPS PROPER PPP PROPERTY PROPERTY CONTROL TO PROPERTY P		Minakshi Shho		MAH	0000		PP	OPE	-	P	TAP P	0		NEEDS IN	NEDERICA						1
72 Moken Vokaderma M PPS PROPER PPP PROPERTY PROPERTY CONTROL TO PROPERTY P	40.	Mithun Jagat	7	Pos	PAP	P	PPI	API	-	30	Onn	P	FP	101	PE	0					
Neha kam  F PP P P P P P P P P P P P P P P P P P	74	1000	10	PPCD	PAP	PP	PS	na		MA	PAP	IN				77					
Neha kam  F PP P P P P P P P P P P P P P P P P P	72	Mukesh Visheakening	K1 1	2 18 2	DPP	MPC	PP	PPP	pt	CP	HPV	AP	20	VA.	80	2			1		
Neha Kam  To Perinpppe pon Peppe and	43,	Alamon Suhare		PPIP	PnP	9	AP	PAP	PY				PA	F 2	AP				-		148
Neha Shama  F PP P P P P P P P P P P P P P P P P P	74	Nemdoni Mister and		PPON	DDP	PP	SIMP	PPI	7				TH	AR	171						
Neha Shama  A Nidh Shriughaya F AP AP APP APP APP APP APP APP APP APP			-	PPIG	DAP	19	UPP	PAL	相				14	A	20	2 6	-	-	1	1	
Miles Tordi  Merita Tordi  Merita Tordi  Merita Mer	76.	Neha Shama	C	AP	00 9/	PP	PP	PIA	1		开九	1					1	+	1	1	
74. Nileth Mishra M. P.P. P.P. P.P. P.P. P.P. P.P. P.P.	77	Nich ShringHay		PPI	DAM	AP	1019	PP	88		PVAT	PP							1	1	1
8) Onlymakosh Nishad M Ph PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	70	polisite Tondi		PP	PP	PPF	0	PAP	99			ALV		H.	100	PD		and the same			
8) Onlymakosh Nishad M Ph PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	14.	Nuch Mishra		AP	PPP	APA	A	PPA	PP					D			1				
82 P. Asha  82 Par manenel  84 Paracali Sahu  85 Payal Kukseja  86 Piyush Rao kade  87 Por paper	80	Nilu tanyar	Bearing of the State of the Sta		OPP	PPF			THE REST LEADING		PIT	P	p	10	TA	PP	1				
84 Paradi Sahu E PP APAPPAPP SPRAPP S	8	Ompraleash Nishad		PP	PPP	PAH	PA				Yest	Tan		7 D		A P	all	1			
84 Paradi Sahu I PP APP PP APP PP PP APP PP APP PP APP PP	82	P. Asha			OPP	PP	PP				P.		1	100	n o	PD	ek	-			
84 Foradi Sohu F PP P	83	Par monend		PP	DPA	PP	PIA				77		SAMPLAN		Y Y	Tar	100				
86 Pryush Rockade M PP APPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	84.	Parciale Sohy	Taken (19 hours bearing the	0.8	001	P	PEP	PPI	A PP		P	PPY	111	14		20	1				
87 Paga Sohy F PP APP PAPP PAPP PAPP PAPP PAPP PAPP	85	Payal Kukseja		DPI	000	PP	101	AP	PAP		12/6	18/1	PL			0	OD				
88. Posta Chokroboth F PPC PPPAPAPAPAPAPAPAPAPAPAPAPAPAPAPAPAP	86.	Pryush Rac Kode		00	016	PP	PZ				RIP	'AP	PP	I K	1	4	00	2	+	1	
80 Parchi Verma F PPZPAPPAPPAPPAPPAPPAPPAPPAPPAPPAPPAPPAPP	87	Posia 2 ohy		7/>	Pholi	00	0	PPP	DP:		141	PIMA	AP		P	L.				1	
30 Parchi Vorma F POZPAAPAA PPPP TOPP TOPP TOPP TOPP	88.	Poora Choloraboth	F					PAP	Po		TO	API	PP		H	H		++-	+	1	
30 Parch Verma F PORTA DO DO DO DE PARTE DE LA PROPERTIE DE LA	89.	Poston Darmon	M	Street Street Street Street Street	PP	1	414	000	h pl			PP	PP.		P	14	PA		-	-	
91. Pranod kunga M PAPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	90	Parch Norma	F	70	PA	APV	1411		0 0	0		PA	AP	9	0			11	+	-	
Prakash Patel M APTRAPIA PAPPA PAPPA APPA APPA APPA APPA AP	2.	Parad Land	M	PA	PP	PPI	PALL					FP	PP	P	P		PA		+	+	
Breek Sinha E PP PPP AP AP AP AP APPA	7 1	2 1 2 2 1 1	A STATE OF THE PARTY OF THE PAR	AP	MPP	API	PP	rr	TH			100	P	P	10	LIP	PP		1		
Preeli Sinna La a la la la per per la		trakes neter		PP	PP	PP	AP	AP	APF	1	+-+	Tata	TAL	p		11	API	Main			
N/I I I I I I I I I I I I I I I I I I I	The service	reed Sinha	1	PP	100	MP	Pal	PP	PP	P	1-	0	PP	al al	Titl	P	AIA	41.			
Pritesh Sohu M P P APPIP PP	16	Zitesh Sohu	I P	600	00	Pla	PP	PP	MA	18			10	PO		P	MP.	PP	1	1	

7114		ulbarat	हाजिली योजन्य	HIE.	CONTRACTOR
Firm's Name		Monthly	Attendance Register	THE PERSON OF THE PARTY OF THE	
	FE 11 (5) 15 17 19	13 13 15 7	TOTAL PILES	7 29 (31 58 78 ) 28   28   28	Sa sara   Osdia   dana Papance Balance
Plant.	PPPPPP	PAPADO	18 20 22	o la	
98 Aspa John	C PROPPER	MPPPPDD	+ CEPANIE	AAPA	
100 Rayhvendra Dewoga	M PP A ON IPA	TAP APPE	HOPAPPILLE	PPP	1
Rahal Dhimar	M PAPPPF	PATRAPLE	HAPPAP A	THE STATE OF	4-4-4-
1º1 Robert Dukey	MPPAPPA	PIA PAPEA	HAPAPP	TOPPEN A	
102 Ray Kenner Dhrices 1	M PP PPAP	PPPPPP	PAPAPAPAPAPA		
103 Royesh Today	M PPPPPP	A PPP 19	PPPALT	Television of	
104 Ray Soly	M PPSAPPP	PSIMPARY	CAPPPIPI	APAPPE I	-1-1-1
105 Rokesh Yadu 1	M PPZPAPP	PZAPPPP	ZAPPAP	PSPPAAZ	
106 Rakhi Crainiye 1	PAPAPAPAPA	PPPAP	SPPPP	P P P P	1 1 1 1
19 Ramesh Sonkar	M PANADAR E AP PANA	PVPPAPP	SPART I	Total Place	
108 Romeshwar Yadar	M PALANDAP	PAPPPNAP	APPROVIDE	MOTOPPE	
104 Rani Kshatri	E AP PAA	PPIAPPPP	PER	PRIPAPP	+ + + + + + + + + + + + + + + + + + + +
La Rasmi Sharma	F PP APPP	AP PPPAPP	PPAP P	PTAPPS	1 1 1
1 41 Ravi Lushicaha	M PP PPPP	APPAPPP	PPAPA	PEPPP	
112 Rail Singh	M AA APPAT		PPPZP	I PHO PAPT	1-1-1-
113 Rite Mahobiya 114 Riya Kundu 113 Rahoni kuman		PP APPPAP	T TRAIAP P	Hablappoli	
14 Rya Kundi	E AA PPP		PPPIP	HIPWOPPPT	
113 Kahoni kemari	C AA PPP E PP PAA	O D A B D D A D		Matablet	1 1 1 1
116 Rukson	The Control of the Street Assess Assessed for Party Control of the	PPA PPPAPP	PAPAPA	PAPAPA	1111
111 Rupendra Nishac		PPPPP	THE PERMIT HELL IN	And the second second residence of the second secon	d
198 Sugar Palel	M APPAPP	PAP/PAPPA	PIPPP		d
19 Sokshi Singh	F PPPP	PPAAP	12 12 PPINP	del Jalepes	1-1-1-
120 Sanjay Soku	M PAGPAI	APPP PAPPA	PAPP	1119111111	
21 Sapril Durved	I F I PKPITI	PPAPPA	PP I PPPAP		
贈 1021 0 1 01	, F PP-PP	PAPPZMPPM	PPI I IAIPPI	AP LAY LAVE	171-1-1
102 Denosmali Sahi 123 Sorte Nishod	M PPROAP	APPH -PPPP	PP IPAP	TPH A FE	
124 Setourch de	MPPIP	PAPAMPAPP	AP APA	PALLTIPLY	
125 Como Michael	M PP PP	AAPP APPA	IPP IPP	1001111911019	MA 1
126 0 00 000 1	TE PP PP	PPAPS	PP PP	APPI PIPI	PIALL
112 2 centa changnas	GOF PP. PP	PAPPIPP	delet lipipi	PAIP 1 1 1 1 1 1 1 1 1	APPI I
Sejal Champhak	M PP P	APPAMPAPPAPPAPPAPPAPPAPPAPPPAPPPPPPPPPP	Plotal 1 PH	PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PIPIPI
123 Son le Nishad 124 Set purush dus 125 Seema Mishaa 126 Seema Chandrak 117 Sejal Chandrak 119 Sewaram Sahu		APPAMPAPP AAPPAMPAPP AAPPAPP PAPPPAPP PAPPPPAPP	11.6		
	College Control Ball And College College				

मांक	rm's Name			-		Monthly	हाजिबी बिजिक्टब माह
Ja.	नाम Name	पद Designation	1 0	5 7	9	11 13 18	Attendance Register Month Ja
29	The from Bons	F	P D D	5 D D D	8 10	12 R	19 21 23 25 27 29 ET TORRE
201	Shann Brus	F	PP	PAP	PA	a plant	18 20 22 22 22 28 30 TON CORP.
2	Shoots Charentra Shootali Yawallon	F	PPIP	VO AD		NP DPC	- Tappaal Popaal
1	Shuttali Yawallon	F		PPA		APP ADE	TPPAPPI PAPPI
-	Snith Shalchan	F		PAAP	PA	PPAPO	TPAPAP ATPRIAT
34	Somprokash	M	PAR	APP P	200	PAP A OF	- PPAPPIPIDADD
25	Subhish Pori	M	The best of bearing the said	PPAP	PP	APPPO	TAPPPIAL PIPPEDA
26	Sushma Rheart	F	PPE	PPPA	PP	A FIRST	PPPAPINA DPAPA
137	Shilpa Kumani	F.	PS		PAP	11 11 11 11 11 11 11	XPPPAP RAPIDEPAZ
38	Snehe kemma	F	PPC	Popp		PPPPD	TAPPPALED DOPPS
29	Surendra lemare	M	PP			ALL PILL	SPPAPP ZP PPAP
70	Simple Kingin	F	AP	PAP	PPNZ APP	PAPPAP	
-	lampel max	INA	PP	PPA	PPA	PPAAPP	PPPPPPDASAPPA
	Total Time	F	PA	Section of the second	Control No. of the Control Date	PPPP	
Section 1	MUNICA HAVE	F	PP		A P P		
77	Uttom by 01	Tho	and and a second		PAP	PRAPA	PPPPATIPAPPP
15	Voishali Sharma	M	PP	PPP		APPAS	DO S APPPI POS PPPE
46	Vasla ahorma	1-	AP	PPA	PPP	A REAL PROPERTY OF THE PROPERTY AND ADDRESS OF THE PROPERTY OF	NO PPPPP A-APAP
17	Vorsha Shivostav	F	PA	PAA	PPA	POPO	PPAPPIPAPP
6316	VIKEO GILL	M	PD	PPP	APP		PPPAPIPPPP
0	Vishmu ku Sahu	M	PP	TAPA	PAP	11 11 11 11	PPPP PPP
7	Yogesh Bheapt	M	PP	PPP	0 12	PAPP	PP TATAMENT TO
0	*10gesh Bhagat Yogita Sohu	C	PP	1,11		PPM	6 4 600 0 00
	V			AATT	AP	PAPP	PP - TITLE PP PARTER
1	The second secon		4			ditt	FILENIPPI EPAPPI
1	Commission of the Commission o					+	
die	the contract of the contract o				+++	14-1-1	
-	and the second s			4++	444	1911	11 14++++12-11+
				and the same of the same of		MI	111-11-11-11-11-11-1
	and the second of the second o	anni an mandana		A A		ANDER	

# PERSONALITY DEVELOPMENT

## **EXAMINATION, MARCH 2015-16**

Time: Three Hours Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

#### UNIT-1

1. What do you understand by personality development ?

Or

What is difference between Self-Esteem and Self-Confidence ?

#### UNIT-2

2. What is the effective communication? Explain it with example ?

Or

What do you understand by Hard Skills and Soft Skills?

## UNIT-3

3. . Explain the types of body language?

Or

Describe the function of body language?

### UNIT-4

4. How do you prepare self Introduction?

Or

What is the purpose of mock interview?

## **COMMUNICATION SKILLS**

#### **EXAMINATION, MARCH 2015-16**

Time: Three Hours Maximum Marks: 80

Notes: Attempt all the five questions. All questions carry equal marks.

#### UNIT-1

1. What do you understand by communication skills? Explain its nature and scope?

Or

Describe the process of communication skills?

#### UNIT-2

2. Explain the barriers of communication skills?

Or

Describe your communication skills?

#### **UNIT-3**

3. What difference between formal and informal conversation?

Or

Explain the main purpose of listening skills?

## UNIT-4

4. Write the importance of spoken English?

Or

Describe the International Phonetic Alphabet (IPA) Symbols?



# Value Added Course

On

Communication Skills and Personality Development

Vipra, Arts Commerce and Physical Education College Raipur Chhattisgarh

# Certificate

This is to certify that Justi Sohu. has successfully completed one month Value Added Course on Communication Skills & Personality Development from 1 January 2016 to 30 January 2016 conducted by Education Department, Vipra Arts Commerce and Physical Education College Raipur, Chhattisgarh. We wish all the best for future endeavour.

Dr. Divya Sharma

Course Co-ordination

Dr. Meghesh Tiwari

- second of

Principal

# VIPRA, ARTS COMMERCE AND PHYSICAL EDUCATION COLLEGE RAIPUR CHHATTISGARH

Outcomes of Assessment Value Added Course

On

# **Communication Skills and Personality Development**

Duration-3h

Maximum Marks: 160

Date of declearation-12 June

S.No.	No. Of students	No. Of students who	No. Of students
	Appearance	score 1 <sup>st</sup> division	below 1 <sup>st</sup> division
1.	145	89	56