

B.A. (Voc) (CBCS)- Syllabus 2020-2021**Journalism & Mass Communication/Political Science, and
Communicative English****COURSE NO. SEC- 2****PERSONALITY DEVELOPMENT - I****OBJECTIVE:**

The objective of the course is to provide a proper perspective towards one's personality development.

UNIT - I: INTRODUCTION TO PERSONALITY

Introduction to Personality- Basic of Personality, Human Growth and Behavior, Theories in Personality, Motivation; Attitudes: Types of Attitudes, Formation – importance of positive attitudes – steps in developing positive attitudes

UNIT - II: COMMUNICATION AND LEADERSHIP SKILL

Communication Skills – Definition, Significance of communication, disasters of non-communication, communication Gap, process of communication, forms of communication; listening skills, active and attentive listening, benefit of listening; Body Language, Right Posture and its importance – effects of right body language, Inter personal communication and relationships, leadership skills, team building and public speaking.

SUGGESTED BOOKS:

1. Personality Development by Rajiv K. Mishra. Rupa & Co.
2. Public Speaking – Collins.
3. Your Personal Pinnacle of Success - D.D. Sharma
4. Self development - Devesh.

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