

Study Material On Life skill and Personality Development .

1. What is the Concept of life skill?

Ans- The term '*Life Skills*' refers to the *skills* you need to make the most out of *life*. *Life skills* are usually associated with managing and living a better quality of *life*. They help us to accomplish our ambitions and live to our full potential. Any *skill* that is useful in your *life* can be considered a *life skill*.

2. What is SWOT Analysis ?

Ans - *SWOT* analysis (alternatively *SWOT* matrix) is an acronym for strengths, weaknesses, opportunities, and threats and is a structured planning method that evaluates those four elements of an organization, project or business venture. A *SWOT* analysis can be carried out for a company, product, place, industry, or person.

3. What does means Intrapersonal emotional quotient ?

Ans - total level of **emotional** intelligence, formed by combining your **intrapersonal** and interpersonal scores. The ability to recognize and understand your moods, **emotions** and drives, as well as their effect on others.

4. What do you mean by Self confidence ?

Ans -- Self-confidence as commonly used is *self*-assurance in one's personal judgment, ability, power, etc. One increases *self-confidence* from experiences of having mastered particular activities. It is a positive belief that in the future one can generally accomplish what one wishes to do.

5. what is self –esteem

Ans -- **self**-esteem reflects a person's overall subjective emotional evaluation of his or her own worth. It is a judgment of oneself as well as an attitude toward the self.

6. Define Self Development ?

Ans -The process by which a person's character or abilities are gradually developed.

7. What does Self respect ?

Ans - Pride and confidence in oneself; a feeling that one is behaving with honour and dignity.

8. What is personal Hygiene ?

Ans -- Possessing little *self*-regard can lead people to become depressed, to fall short of their potential, or to tolerate abusive situations and relationships. Care about himself /herself .

9. What is grooming?

Ans- give a neat and tidy appearance to someone.

10. What is Dress code –

Ans-- A **dress code** is a set of standards that companies develop to help provide their employees with guidance about what is appropriate to wear to work. **Dress codes** range from formal to business casual to casual.

11. What is the importance of life skill

Ans- To cope with the increasing pace and change of modern **life**, students need new **life skills** such as the ability to deal with stress and frustration.

12. What are the seven life skills-

Ans- • focus and Self-Control • Perspective Taking• Communicating• Making connections’ • Critical Thinking • Taking on Challenges• Self-Directed, Engaged Learning

13. What does means Importance of swot analysis –

Ans - **SWOT** refers to strengths, weaknesses, opportunities and threats. **SWOT analysis** is a process where the management team identifies the internal and external factors that will affect the company's future performance. The company's strengths and weaknesses are the internal factors.

14. At lower level which Human relations skills are important ?

Ans- At the lowest level, *operations*, technical skills and hr skills are nearly equal with conceptual skills the least important.

15. At the middle level which Human relations skills are important?

Ans- *middle management*, hr skills are the most critical with more emphasis on both technical and conceptual skills.

16. . At the highest level, which Human relations skills are important

ANS - *top management*, conceptual skills and hr skills are both equally important with technical skills the least important.

17. The term used to describe a set of basic skills acquired through learning

Ans - life skill.

18. The value of skills are

Ans- aware of their right and responsibility.

19. It is defined as psychosocial abilities for adaptive and positive behaviour –

Ans -- Life skill

20. Swot analysis is a

Ans- process.

21. The time management , getting a job interview , cooking, driving are the

Ans – Livelihood skill

22. It is the concept that describe the beliefs of an individual or culture—

Ans – Values

23. Collective qualities or characteristics that distinguish a person –

Ans – character.

24. It is balanced curiosity leading to a deeper understanding of another human being –

Ans- Empathy .

25. It is defined the feeling or pity and sorrow for some one else misfortune

ans- sympathy .

26. Thinking is not criticism but its links between positive and creative thinking –

Ans- Critical thinking

27. Self image is the

Ans- mental picture

28. The pillar of self concept

Ans- self esteem and self efficacy.

29. Ways to improve self image

Ans – wake up happy .

30. Self confidence means-

Ans- capabilities.

31. Personal empowerment means

Ans- becoming powerful.

32. Emotional quotient means –

Ans- person's emotional intelligence

33. What is EQ?

ANS- ability to understand .

34. Self awareness means-

Ans- aware about himself .

35. What is self respect ?

ans- love ourself

36. Dress code Means

Ans – Rule with regard to clothing .

37. The hand shake that conveys confidence –

Ans – Firm

38. Communication is the task of imparting.

Ans – information

39. It is the permanent records for communication.

Ans- letter

40. The body of presentation should be broken into short & clear unit

Ans- Main

41. It is the letter consist of main message

Ans- Body

42. It is the most effective way of communication

Ans-written communication .

43. Lay out of letter is called

Ans - pattern

44. Goal help us to

Ans –communicate .

45. What is the meaning of personality –

Ans – set of individual differences

46. Extrovert personality means

Ans – tendency to live mostly outside

47. Introvert personality means –

Ans- Live alone in their room.

48. Personality traits

Ans- openness to experience

49. we wish to be good citizens of every community in which we operate –

Ans- Explanation .

50. The element of management system in quality environment of TQM is

Ans- Method and Procedure .

51. It is not contribute to the Development of a professional's standard of Ethics

Ans- Competitor Behaviour

52. Which is the approach to corporate planning –

Ans – customer and worker satisfaction .

53. One of the not important principle of business ethics

Ans- principle of Dissatisfaction .

54. Unethical behaviour is often triggered by

Ans – pressure from higher management to achieve goal.

55. Ethics Deals primarily with

Ans - social Responsibility

56. Value analysis means

Ans –it is the process that attempts to develop method and solution to the problem.

57. It is a group technique to generate maximum number of ideas possible in short time by involving as many people are there without any criticism.

Ans – Brainstorming

58. It involves situations that can be decomposed into certain key attributes.

Ans – attribute listing .

59. it is the ability to produce many ideas for a given task or a problem

ans – Fluency

60. There are certain blocks that hinder crative thinking . these blocks are habitual , perceptual , motivational, emotional and cultural.

Ans – Barriers to creative thinking.

Study Material On Entrepreneurship Development.

1. A person who takes the risk of building a new enterprises?

Ans – Entrepreneurship.

2. Someone who is the first to think of or make something ?

Ans- Inventor

3. One from whom you get inspiration to imitate their Traits

Ans- Role Model .

4. Product development through improved Technology ?

Ans – Ordinary Innovation

5. Development of New products through substantial change –

Ans - Technological Innovations.

6. Provides a basic clarity and link to translate new technology to deliver economic value

Ans-Business Model .

7. A venture that specializes in technology –Driven solutions to the pain points of customers

Ans – High Tech Start-up Company.

8. These spend limited funds on research and Development and achieve modest Growth-

Ans – life style firm .

9. Start –ups having high potential for Growth

Ans- Gazelles.

10. Entrepreneurship within the existing organisation

Ans – Intra entrepreneurship

11. Strong purpose in life coupled with determination to produce desired result

Ans – Intention

12. Not having any inhibitions to try out new and updated technology in one's daily use

Ans – technologically precocious.

13. Having the knack of 'getting things done' against all odds.

Ans – street smart .

14. Is the power to influence employees to achieve the objectives of the organisation –

Ans - leadership

15. Have clear understanding about vision, strategy , risk and tactics –

Ans – Dynamic leaders.

16. Reflects the philosophy and belief system in which organisation conduct its business

Ans – organisational culture

17. It implies a set of processes involving checks and balances that an organisation introduces to ensure achievement of organisational Goals

Ans – organisational control.

18. It is the ability to generate innovative ideas and converts them from thought into reality

Ans - creativity

19. It is the thinking process that attempts to consider all available information & arrive at the unique best possible answer

Ans – convergent thinking .

20. The mental blocks that curb new ideas and attitude towards innovation

Ans – blocks to creativity .

21. It is pictorial way to give a shape to ideas and concepts.

Ans – mind mapping

22. It is similar to Brainstorming , but allows criticism

Ans – Reverse brainstorming

23. It is a process that requires solving problems by using one of the four analogy mechanism , namely , personal , direct, symbolic and fantasy –

Ans – synetics .

24. It involves situations that can be decomposed into certain key attributes

Ans – attribute listing

25. Individual finds great potential for the idea in their mental frame of reference

Ans – idea stage

26. A public limited or a private limited company ; gets formed by shares of ownership to the shareholders .

Ans – Corporation .

27. Fund required to start a business for fixed assets and working capital needs of business operation

Ans – capital requirement.

28. Is appointed to act on behalf of the shareholders to ensure day to day running of business

Ans – Board of Directors .

29. An invention should possess utility for the Grant of a Patent

Ans - Usefulness .

30. Protects the expression of ideas . it has to be original and should be expressed in material form

Ans – copy right .

31. Capture in a sentence what is it that makes this business exciting and utterly irresistible to customers .

Ans – Vision

32. This provides an accurate snapshot and a detailed view of the specific aspects of the market environment

Ans – Descriptive Research

33. This refers to how organisations want their consumers to see their products

Ans – market positioning

34. The ability to achieve target operational Goal

Ans – quality

35. This is a process where two or more firms decide to come together to become a single, new legal entity and new company stock is issued –

Ans- merger

36. This involves purchasing whole or part of another company

Ans – Acquisition

37. These are independent financial institutions appointed by the company for the issuance of an IPO

Ans- lead Managers .

38. This policy provides insight into the dividend policy of the company and its prospects for future growth ?

ans – Dividend policy.

39. This shows the extent that debt is used in a company 's capital structure .

Ans – leverage Ratio.

40. This is called the minimum price at which bids can be made for an IPO

Ans- Floor price.

41. Is the formal written expression of the entrepreneurial vision , describing the strategy and operations of the proposed venture

ans – Business plan .

42. Defines the desired or intended future state of an organisation in terms of its fundamental objectives and /or strategic Direction

Ans – Vision

43. Differentiate the business from their competitors by creating value Vis-a vis minimum possible cost

Ans – Business plan Drivers

44. Asses the Financial implications of various strategies proposed in other sections to quantify flow of profit , cash Vis-a Vis investments required

Ans - Financial Plan.

45. Provides an inbuilt provision for exiting the existing business for personal, financial or opportunistic reasons.

Ans- Exit Strategy.

46. Basically looks for the profit –generating capacity of an idea in the business plan

Ans – investor’s perspective.

47. It is an individual or collaborative enterprise that is carefully planned to achieve a particular aim

ans- project

48. It includes a class category and a class code. The category is a broad subject within which you can **classify projects**. The code is a specific value of the category.

Ans – project classification

49. It is a process whereby the entrepreneur makes an objective and independent assessment of the various aspects of an investment proposition of a **project** idea for determining its total impact and also its liabilities.

Ans - **Project** Formulation

50. it is a document wherein all the details obtained from technical analysis, financial analysis, profitability analysis, economic analysis etc. are put together it is defined as a document with respect to any investment proposal based on certain information & factual data for the purpose of appraising the project.

Ans – project Report .

51. Project formulation –

Ans- A general set of information given in any project report

52. Identification of opportunity –

Ans - In general sense, the term opportunity implies a good chance or a favourable situation to do something offered by circumstances. In the same vein, business opportunity means a good or

favourable change available to run a specific business in a given environment at a given point of time.

53. Entrepreneurial motivation –

Ans –Entrepreneurship Motivation is regarded "as the inner state that **energizes** activities and directs or channels behavior towards the goal". It can also be seen as a process that arouses action, sustains the activity in progress and that regulates the pattern of activity.

54. Function of an Entrepreneurs-

Ans –the two main **functions of entrepreneurs** are first, taking the risk of developing new products or services and, second, successfully bringing new products and services into the marketplace. ...

55. Stages in entrepreneurial process ?

Ans- identify your desire, the honest assessment, Look For Inspiration in Other Successes, Consider Your Options for Funding.

56. Making business plan

Ans- Organize all the relevant information about your *business*. Write the executive summary last. Gather all the information together and prepare multiple drafts. Sell yourself and your *business*. Present and explain your financial data.

57. Role of Society and Culture in Shaping Youth Entrepreneurship-

Ans- the society's views about business entrepreneurs as prospective bride groom can also become a deciding factor promoting or inhibiting Your Entrepreneurship. In some societies people prefer to marry their daughters to persons holding Government jobs thinking that the jobs are secured and permanent as compared to a self employed individual. Normally professionals like lawyers, doctors and scientists are seen to be the most preferred as bridegrooms. Parents of eligible girls are likely to associate self employed youth with certain values like corruption, straight forwardness, honesty etc. These are but purely individualistic opinions but they are still relevant in terms of shaping the Your Entrepreneurship in the society.

58. Role of Entrepreneurship in Economic Development.

ANS - The word **development** is used in so many ways that its precise connotation is often baffling. Nevertheless, **economic development** essentially means a process of upward change whereby the real per capita income of a country increases over a long period of time.

59. How do we develop values in entrepreneurship ?

Ans - Values are taught directly through home and school rules, requirements, and individual and group orders and statements.

60. Definition of entrepreneur.

Ans- the activity of setting up a business or businesses, taking on financial risks in the hope of profit.
