



FINAL SEMESTER EXAMINATION

Student NRIC : _____
Student ID : _____

Programme	:	DIPLOMA IN BUSINESS STUDIES (MQA/FA9259)
Intake	:	SEPTEMBER 2020
Course	:	PERSONAL DEVELOPMENT SKILLS
Course Code	:	DBPR 4023
Duration	:	3 hours

INSTRUCTIONS TO CANDIDATES:

1. Please read the instructions given in the question paper **CAREFULLY**.
2. This question paper consists of **FOUR (4)** questions
3. Answer **ALL** questions in the question paper.
4. Answers to the questions are to be written into the examination booklet.
5. Electronic dictionaries, lecture notes, files or any unauthorized materials except writing equipment are strictly prohibited.

This question paper must be submitted along with all used and/or unused rough papers and/ or graph papers (if any). Candidates are **NOT ALLOWED** to take any examination paper(s) used or unused out of the examination hall.

WARNING:

The Examination Board of Peninsula College Georgetown regards cheating as a very serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in the accordance with the clauses stipulated in the Students' Handbook, up to and including expulsion from Peninsula College Georgetown.

(This booklet contains 2 printed pages including this page)

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE ALLOWED TO DO SO

For examiner's use only

QUESTION NO.	MARKS
1	/ 25
2	/ 25
3	/ 25
4	/ 25
Total	/ 100

Answer **ALL** questions on the separate sheet provided.

[100 marks]

1. a) Define “Creativity” and explain with an example.

(5 marks)

 b) Explain the components in The Four “C” Model of creativity.

(12 marks)

 c) Discuss **FOUR (4)** creative personalities by Torrance.

(8 marks)

Total: [25 marks]

2. a) Define “SMART” in SMART Goals.

(5 marks)

 b) Explain “SMART Goals” with examples.

(10 marks)

 c) Discuss **FIVE (5)** benefits of having positive attitude in our life.

(10 marks)

Total: [25 marks]

3. a) Define image.

(3 marks)

 b) Explain the following work ethics with examples:
 i. Trustworthiness
 ii. Honesty
 iii. Responsibility
 iv. Diligence

(12 marks)

 c) Describe **FIVE (5)** responsibilities of a team leader at work.

(10 marks)

Total: [25 marks]

4. a) Describe **TWO (2)** types of Verbal Communication.

(5 marks)

 b) Discuss **FOUR (4)** barriers to effective listening.

(10 marks)

 c) Explain **FIVE (5)** types of meetings at work.

(10 marks)

Total: [25 marks]

- END OF QUESTIONS -