

IOT-Chapter 6

Soft Skills – Personality Development

6.1 Personality Development

Definition

Personality Development is the process of improving a person's behavior, attitude, communication, confidence, and overall character.

Purpose

- To build confidence
- To improve behavior and communication
- To create a positive impression

Example

A student who was shy earlier now speaks confidently in class after practice and training. This improvement is personality development.

6.2 What is Personality?

Definition

Personality is the combination of a person's thoughts, feelings, behavior, attitude, and appearance that makes him or her different from others.

Example

Two people may have the same education, but one is confident and polite while the other is rude. Their personalities are different.

Factors of Personality

1. Physical Appearance

How a person looks, dresses, and maintains hygiene.

Example:

Clean clothes and neat appearance create a positive impression.

2. Attitude

The way a person thinks or reacts to situations.

Example:

Seeing failure as a learning opportunity shows a positive attitude.

3. Behaviour

How a person acts with others.

Example:

Being polite with teachers and elders shows good behavior.

4. Communication Skills

Ability to express ideas clearly.

Example:

Explaining a point confidently in English during a presentation.

5. Emotional Control

Managing emotions like anger, fear, and stress.

Example:

Staying calm during an argument.

6.3 Determinants of Personality

These are factors that shape or influence personality.

1. Heredity

Traits inherited from parents.

Example:

A child may be intelligent or calm like parents.

2. Environment

Surroundings such as family, school, friends, and society.

Example:

A child raised in a disciplined family becomes disciplined.

3. Culture

Beliefs, traditions, language, and values.

Example:

Greeting elders with respect is part of Indian culture.

Self-Awareness

Definition

Self-awareness means understanding one's own strengths, weaknesses, emotions, and behaviour.

Example:

Knowing "I get nervous while speaking" is self-awareness.

Self-Analysis

Definition

Self-analysis is examining one's own behaviour and performance to improve.

Example:

After failing an exam, analysing mistakes to improve next time.

Self-Disclosure

Definition

Sharing personal thoughts or problems with a trusted person.

Example:

Talking to a teacher about exam stress.

Self-Esteem

Definition

Self-esteem is the value and respect a person has for himself.

Example:

Believing "I am capable and worthy."

Motivation

Definition

Motivation is the inner drive that pushes a person to achieve goals.

Example:

Studying hard to get a good job.

Self-Discipline

Definition

The ability to control behaviour and follow rules.

Example:

Waking up early daily for study.

Appearance

Definition

Personal grooming, clothing, and cleanliness.

Example:

Wearing formal clothes for an interview.

Posture

Definition

The way a person stands or sits.

Example:

Standing straight shows confidence.

Health and Hygiene

Definition

Maintaining physical fitness and cleanliness.

Example:

Regular exercise and clean habits.

6.4 Building a Positive Personality

Ways to Build

- Think positively
- Be confident
- Respect others
- Accept criticism

Example:

Smiling and speaking politely builds positivity.

6.5 Attitude – Meaning and Maintenance

Definition

Attitude is a person's way of thinking and feeling about situations.

Types of Attitude

1. **Positive Attitude**
Seeing good in situations.
Example: "I can try again."
2. **Negative Attitude**
Always expecting failure.
Example: "I can't do this."

6.6 Gestures

Definition

Gestures are body movements used to express feelings.

Examples:

- Smile – friendliness
- Eye contact – confidence

- Nodding – agreement

6.7 Self-Esteem

Definition

Confidence in one's own abilities.

Example:

Speaking without fear in a group.

6.8 Self-Esteem is a Must

Why Important

- Improves confidence
- Helps decision-making
- Reduces fear

Example:

A confident student performs better in interviews.

6.9 Where Does Self-Esteem Come From?

- Family support
- Success experiences
- Encouragement

Example:

Praise from teachers increases confidence.

6.10 Healthy and Poor Self-Esteem

Healthy Self-Esteem Poor Self-Esteem

| | |
|-------------------|---------------|
| Confidence | Fear |
| Positive thinking | Self-doubt |
| Accepts mistakes | Feels useless |

6.11 Self-Efficacy

Definition

Belief in one's ability to complete tasks.

Example:

“I can learn programming if I practice.”

6.12 Self-Motivation

Definition

Motivating oneself without external help.

Example:

Studying daily without pressure.

6.13 Time Management

Definition

Planning and using time effectively.

Example:

Creating a daily study timetable.

6.14 What is Stress?

Definition

Stress is mental or emotional pressure.

Causes of Stress

- Exams
- Work pressure
- Fear of failure

Example:

Feeling tense before an exam.

6.15 Attitudes (Types)

1. **Positive** – optimistic
2. **Negative** – pessimistic
3. **Neutral** – no strong opinion

6.16 Communication – The Vital Life Skill

Definition

Communication is the exchange of ideas, thoughts, or information.

Example:

Teacher explaining a lesson.

6.17 Communication Process

Steps

1. **Sender** – gives message
2. **Message** – information
3. **Medium** – spoken/written
4. **Receiver** – gets message
5. **Feedback** – response

Example:

Teacher → Lecture → Students → Questions

6.18 Objectives of Communication

- Inform
- Educate
- Motivate
- Persuade

Example:

Motivational speech inspires students.

6.19 Attributes of Communication

- Clear
- Correct
- Complete
- Concise

Example:

Simple instructions avoid confusion.

6.20 Categories of Communication

1. **Internal Communication**

Within organization.

Example: Staff meeting.

2. **External Communication**

Outside organization.

Example: Customer emails.

6.21 Communication Steps

- Think
- Speak
- Understand
- Respond

6.22 Barriers to Communication

Between People

- Language
- Fear
- Poor listening

Within Organization

- Rules
- Hierarchy

6.23 Improving Writing Skills

Tips

- Simple words
- Correct grammar

- Clear structure

Example:

Short sentences in emails.

6.24 Resume

Definition

A resume is a summary of education, skills, and experience.

6.25 Letters

Types

- Formal
- Informal

Example:

Job application letter.

6.26 Report

Definition

A report presents detailed information about a topic.

Example:

Project report.

6.27 What is Presentation?

Definition

Presenting ideas clearly to an audience.

Example:

PowerPoint presentation.

6.28 Importance of Presentation Skills

- Confidence
- Clarity
- Professional growth

6.29 Basic Principles of Presentation Skills

- Clear content
- Eye contact
- Proper voice
- Simple slides

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