

S.D.E.
M.B.A. Sem-I (2013 Course) : SUMMER - 2019
SUBJECT : MANAGERIAL SKILLS DEVELOPMENT

Day Monday
Date 13/05/2019

S-2019-5015

Time : 10.00 AM TO 1.00 PM
Max. Marks : 70

N.B.

- 1) Attempt **ANY THREE** questions from Section – I and **ANY TWO** questions from Section – II.
 - 2) Figures to the **RIGHT** indicate **FULL** marks.
 - 3) Answers to both the sections should be written in **SAME** answer book.
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SECTION – I

- Q.1** Discuss in detail the need of a Meeting. On what basis will you choose the right type of meeting? (14)
- Q.2** Comment on how a Time Planner may be useful in setting goals and priorities and achieving them. (14)
- Q.3** Elaborate on the process of conducting an interview and reading body language during the interview. (14)
- Q.4** Write a detailed note on ‘Stress Management’. (14)
- Q.5** Write short notes on **ANY TWO** of the following. (14)
- a) Reading efficiently
 - b) Using telephone
 - c) Assessing abilities

SECTION - II

- Q.6** Assuming yourself as the Purchase Manager of a large size retail organization, how will you go about conducting negotiations with the suppliers? Make your own assumptions. (14)
- Q.7** Your immediate supervisor has told you to give a presentation on the contribution your department has made in the last financial year. How will you go about? (14)
- Q.8** Prepare Curriculum Vitae for a post of a Senior Marketing Manager with a Pharmaceutical Company. (14)

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