

S.D.E.

M.B.A. SEM-I (2013 COURSE) : SUMMER - 2018

SUBJECT: MANAGERIAL SKILLS DEVELOPMENT

Day : Monday  
Date : 25/06/2018

S-2018-4378

Time : 10.00 A.M. TO 1.00 P.M.  
Max. Marks : 70

N.B.

- 1) Attempt any **THREE** questions from Section - I.
- 2) Attempt any **TWO** questions from Section - II.
- 3) Answers to both the sections should be written in the **SEPARATE** answer books.
- 4) Figures to the right indicate **FULL** marks.

**SECTION - I**

- Q.1 Enlist various levels of communication with suitable illustrations. (14)
- Q.2 What are the 'Golden Rules' to be followed in preparing your Curriculum Vitae? (14)
- Q.3 How can you analyze 'time' and its use? Highlight the importance of work of scheduling and the use of time planners? (14)
- Q.4 What role does physical exercise play in minimizing/eliminating stress? (14)
- Q.5 Write short notes on any **TWO** of the following: (14)
- a) Diet and stress management
  - b) Ability assessment
  - c) Use of audio visual aids in presentations

**SECTION - II**

- Q.6 How does body language influence communication? Explain the positive and negative impact of gestures on impressions created. (14)
- Q.7 'There has been a sea change in the mode of communication with the advent of information technology'. Trace the areas that have been greatly influenced by IT. (14)
- Q.8 'The negotiation process involves a complex set of rules that are best followed using diplomacy'. How will you handle an impasse/deadlock in the process? (14)

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