

S.D.E.
B.B.A. (2006 Course) Sem- IV : WINTER - 2018
SUBJECT: ENHANCING PERSONAL & PROFESSIONAL SKILLS -II

Day : Wednesday
Date : 12/12/2018

W-2018-4464

Time 10.00 AM TO 1.00 PM
Max. Marks : 80

N.B.:

- 1) Attempt any **FIVE** questions from Section –I. Each question carries **10** marks.
 - 2) Attempt any **TWO** questions from Section –II. Each question carries **15** marks.
 - 3) Answers to both the sections should be written in **SEPARTE** answer book.
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SECTION-I

- Q. 1** What are the important factors to be considered when giving a Presentation?
- Q.2** Discuss the different types of Interviews. In which situations will they be helpful?
- Q.3** Why are good grooming and effective mingling essential to survive and succeed in the global corporate culture? Explain.
- Q.4** Discuss the do's and don'ts to be followed for effective organization and execution of Business Meets.
- Q.5** Quote at least two incidents where your reading habit has helped you to sail smoothly through the given situation.
- Q.6** State the function of role play and management games in enhancing your personal and professional skills.
- Q.7** Write short notes on: (**ANY TWO**)
- a) Importance of Table etiquette
 - b) Making a small talk
 - c) Importance of reading in communication

SECTION - II

- Q.8** Body language plays a crucial role in effective communication. Do you agree? Justify with appropriate examples.
- Q.9** You are required to face an interview for the post of 'Medical Representative' in Galaxy Pharmaceuticals. What preparation will you undertake to clear the interview successfully?
- Q.10** Express your thoughts on each of the following topics:
- i) "Technology in Communication: Boon or Bane?"
 - ii) "Villages: India's strength or weakness?"

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