

**S.D.E.**  
**M.B.A. Sem-I (2013 Course) : WINTER - 2018**  
**SUBJECT: MANAGERIAL SKILLS DEVELOPMENT**

Day : Wednesday  
Date : 05/12/2018

**W-2018-4547**

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

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**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 **SEPARATE** answer books.
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**SECTION-I**

- Q.1** State the significance of communication. Explain how efficient reading and listening are important to effective communication. (14)
- Q.2** Discuss the need for conducting meetings in an organization. As a chairperson, what efforts will you undertake to conduct a meeting? (14)
- Q.3** 'Effective time management (yours and others) is crucial, for being a successful leader.' Comment. (14)
- Q.4** Explain how, creating the right atmosphere and weakening other party's proposition are essential for fruitful negotiations at workplace or in business. (14)
- Q.5** Write short notes on any **TWO** of the following: (14)
- a) Importance of body language in interviews
  - b) Handling audience during a presentation
  - c) Information Technology in communication

**SECTION-II**

- Q.6** What are the causes of stress at work place? Discuss the measures/ methods to overcome them. (14)
- Q.7** You are applying for the post of HR Executive in 'Apex Constructions Private Limited.' Draft a detailed C.V. making necessary assumptions. (14)
- Q.8** As an HR representative of your company, prepare a detailed report on the recently conducted cleanliness campaign in support of the 'Swacch Bharat Abhiyaan.' (14)

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