

S.D.E.

B.B.A. (2006 COURSE) SEM- IV : WINTER - 2017
SUBJECT : ENHANCING PERSONAL & PROFESSIONAL SKILLS - II

Day : **Wednesday**
Date : **27/12/2017**

W-2017-4116

Time : **02.00 PM TO 05.00 PM**
Max. Marks : 80

N.B.:

- 1) Attempt **ANY FIVE** questions from Section - I and attempt **ANY TWO** questions from Section - II.
- 2) Answer to both the **SECTION** should be written in **SEPARATE** answer books.
- 3) Figures to the right indicate **FULL** marks.

SECTION - I

- Q.1** What are the different steps involved in the management of an event? [10]
- Q.2** Discuss different business etiquettes. [10]
- Q.3** What is the difference between a debate and a group discussion? [10]
- Q.4** What preparation a candidate must do before appearing for an interview? [10]
- Q.5** What is presentation? What factors are to be kept in mind while giving presentation? [10]
- Q.6** How can reading help in enhancing personal and professional skills? [10]
- Q.7** Write short notes on **ANY TWO** of the following: [10]
- a) Speech articulation
 - b) Body Language
 - c) Seminars

SECTION - II

- Q.8** Ramesh is working for multinational company. He has been transferred to Japan for the period of two years. What cultural aspects Ramesh must take into account while working in Japan? [15]
- Q.9** Make a draft of small talk on "Youth and India". [15]
- Q.10** Your company is planning an annual 'get together' of its employees. What are the necessary arrangements that the company has to make for organizing the event? [15]

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