

CDOE
BACHELOR OF BUSINESS ADMINISTRATION (2006 COURSE)
B.B.A. Sem-IV : WINTER :- 2021
SUBJECT: ENHANCING PERSONAL & PROFESSIONALS SKILLS-II

Day : Tuesday
Date 22-02-2022

W-3429-2021

Time : 02:00 PM-05:00 PM
Max. Marks: 80

N.B.

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

SECTION - I

- Q.1** 'Audience Analysis and Environment Analysis are crucial for effective presentations.' Discuss. (10)
- Q.2** State the guidelines to be followed to become a successful interviewer. (10)
- Q.3** Describe an imaginary / real-life situation emphasizing the importance of table etiquette in formal business meetings. (10)
- Q.4** Justify the following statement with examples- "Body Language is involuntary and reveals what the speaker actually tries to hide." (10)
- Q.5** Draft a small talk on- "Internet- the cause for death of the Newspaper?!" (10)
- Q.6** Discuss the importance of reading to become an effective communicator. (10)
- Q.7** Write short notes on (ANY TWO): (10)
- a) Types of Interviews
 - b) Significance of Good Grooming
 - c) GD- do's and don'ts
 - d) Precautions while organizing business meets

SECTION – II

- Q.8** As a representative of your company's HR Dept., you are required to organize an out-bound (picnic) for the employees of your company. Explain the detailing required, by making suitable assumptions. (15)

- Q.9** Explain the BITCOIN scam as reported in newspapers and understood by you. (15)

OR

Comment upon : " Super – rich borrowers never have to re – pay, they simply re – locate ." (Ref: Mallya, Nirav Modi, Choksi)

- Q.10** What are some of the negative personality traits or mannerisms that tend to obstruct professional growth? (15)