Day : Monday

Date : 8/8/2022

S-24141-2022

Time : 10:00 AM-01:00 PM

Max. Marks : 50

N.B.

1) All questions are **COMPULSORY**.
2) Figures to the **RIGHT** indicate **FULL** marks.
3) Assume suitable data **WHEREVER** necessary.
4) Draw neat diagram **WHEREVER** necessary.

Q.1	**a)**	Discuss the differences between soft skills and hard skills and elaborate its significance for the growth of an organization.	**(06)**
	b)	Illustrate the importance of values for a Manager.	**(04)**
		OR	
Q.1	**a)**	'Soft skills are universally same'. Analyze the statement with appropriate reasons.	**(06)**
	b)	Enlist and illustrate three important soft skills for a leader.	**(04)**
Q.2	**a)**	Illustrate important parameters of a good paragraph writing.	**(06)**
	b)	State the benefits of formation of E-magazine for an organization.	**(04)**
		OR	
Q.2	**a)**	What is meant by an Agenda? Prepare a draft of an agenda for a meeting of board of directors.	**(06)**
	b)	Enumerate the significance of skimming and scanning techniques for reading.	**(04)**
Q.3	**a)**	What is the process of team building? Illustrate different team dynamics.	**(06)**
	b)	Distinguish between a leader and management. Provide four traits of each.	**(04)**
		OR	
Q.3	**a)**	Illustrate various qualities and strengths of a leader for a productive team.	**(06)**
	b)	What are different challenges to build a productive team? Discuss with appropriate examples.	**(04)**
Q.4	**a)**	Illustrate the various fundamental elements of effective public speaking.	**(06)**
	b)	Elaborate the role of body language in effective presentation.	**(04)**
		OR	
Q.4	**a)**	What is the importance of professional behaviour at workplace? Explain with suitable examples.	**(06)**
	b)	What is meant by business etiquettes? Elaborate four significant business etiquettes.	**(04)**
Q.5	**a)**	Explain different advantages of diversity and its proper inclusion for an organization.	**(06)**
	b)	Elaborate the significance of corporate grooming with appropriate examples.	**(04)**
		OR	
Q.5	**a)**	What are different markers of identifying diversity at workplace? Why is it important to do proper management of diversity?	**(06)**
	b)	What is meant by socio-cultural and cross-cultural sensitivities at workplace? Discuss with an example.	**(04)**

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