

Subject : Enhancing Personal & Professionals Skills-II

Day : Friday
Date : 16/12/2016



Time : 02.00 PM TO 05.00 PM
Max Marks : 80 Total Pages : 1

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.
-

- Q.1** Making presentations involve in depth preparation and thorough considerations of factors that need to be dealt with. – Discuss.
- Q.2** “Body Language, Table Manners, Etiquettes” are crucial, that are reflected of a person during business interactions - Discuss their importance.
- Q.3** What is interview? What preparation is required on the part of the candidate before appearing for job interview?
- Q.4** Why reading is important for students of management studies? How can the students keep themselves abreast of the latest development in the world?
- Q.5** Elaborate DOs and DON'Ts to be observed during Group Discussion.
- Q.6** How should one go about conducting a business meet?
- Q.7** Write short notes on **any TWO** of the following:
- a) Cross – Cultural transactions
 - b) Audience Analysis
 - c) Event Management

SECTION - II

- Q.8** Prepare a draft of small talk on “Mobile Revolution”.
- Q.9** As part of event management firm, prepare publicity campaign for launching a Motorbike in your city.
- Q.10** Identify any latest business related issue/news. Explain.
- a) What was the issue?
 - b) What was the outcome?
 - c) Your opinion about the issue.

* * * * *