

Bharati Vidyapeeth
(Deemed to be University), Pune
School of Distance Education

Name of the Assignment Setter:		Dr.Savneet Kaur			
Course:	BBA	Class:		Semester:	IV
Subject: 604 : Enhancing Personal & Professional Skills					
Q.1)	Attempt ANY ONE of the Following (1000 Words)				(10)
a)	Define the meaning and importance of Soft skills.				
b)	What do you mean by communication? Describe the characteristics of communication.				
Q.2)	Attempt ANY TWO of the Following (800 Words)				(12)
a)	Describe Professional Etiquettes.				
b)	Describe the importance and benefits of public speaking.				
c)	Explain the importance of voice clarity.				
d)	What do you mean by Etiquette and Mannerism?				
Q.3)	Write Short Notes on (ANY TWO)				(08)
a)	Explain SWOT analysis and JOHARI WINDOW				
b)	Define any two type of Business Correspondence.				
c)	What do you mean by Stress Management.				
d)	Define the aspect of Team building and Team Work				
