

END TERM EXAMINATION

SECOND SEMESTER [BBA] MAY-JUNE 2016

Paper Code: BBA-112

BBA (MOM)- 112

Subject: Personality Development &

Communication Skills-II

Time: 3 Hours

Maximum Marks: 75

Note: Attempt any five questions. All questions carry equal marks.

- Q1 What are the basics of project writing? Explain the points to be included to make a report effective?
- Q2 Why are presentations becoming an integral part of pedagogy? Explain the various tools which are used to make the presentations effective.
- Q3 "Body language plays a vital role in understanding and making an effective communication". Explain the statement.
- Q4 Write short notes on the following:-
(a) Various presentation tools
(b) Boredom factors in presentation
- Q5 What is a resume? Prepare your resume for the job of a management trainee in a multinational company.
- Q6 Write your own introduction highlighting your goals in life, your characteristics and how you are working towards achieving your goals in life.
- Q7 There is a group Discussion on the topic "Capital Punishments for the Rapists" you are part of the group discussion, present your case for or against the motion.
- Q8 What are the traits of a good leader? Do you think leadership can be developed through class room teaching?