

END TERM EXAMINATION

SECOND SEMESTER [BBA] MAY-JUNE-2015

Paper Code: BBA- 112

BBA(TTM)- 112

BBA(MOM)-112

**Subject: Personality Development and
Communication Skills-II**

Time : 3 Hours

Maximum Marks :75

Note: Attempt any five questions.

- Q1. What are project proposals? How to write a good proposal? What steps are involved in it? Make a proposal of starting communication lab for students in your institute. **(15)**
- Q2. What is a Project Report? How to write an Effective Report? What is the format of a Project Report? If one has to write a report on "Usage of Internet among students", what all will be included? Discuss. **(15)**
- Q3. "All presentations, whether made by students as a part of their curriculum of facing interview for job are same". Do you agree? Give reasons in support of your answer by showing the differences. **(15)**
- Q4. From "Talk, Talk, Talk to Listen, Listen, Listen" is the change required among students. Do you agree? Discuss in this light the Art of Effective listening as a part of Business Communication. **(15)**
- Q5. Write notes on the following: **(2x7.5=15)**
- (a) Self Introduction-Points to be highlighted.
- (b) Dealing with people face to face- points to be kept in mind.
- Q6. What are the benefits of Group Discussion? What are different techniques of GD? What are Mock Interviews? Why GD and Mock Interviews are held for students in colleges. **(15)**
- Q7. Who are leaders? What special skills and abilities they possess which are different from common employees? Discuss various leadership styles with examples. **(15)**
- Q8. How Resume is different from CV? Write a Resume for stock broker job in a stock broking company highlighting qualities, which can motivate the company to hire you. **(15)**