

# END TERM EXAMINATION

SECOND SEMESTER [BBA] MAY – JUNE 2011

Paper Code: BBA/TTM/MOM 112

Subject: Personality Development & Communication Skill - II

Time: 3 Hours

Maximum Marks: 75

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

- Q.1 Define Leadership. What are the various types of leaders and according to you who is the best leader? Explain with supportive discussion.
- Q.2 What is Resume writing skill? Explain the various guidelines for a good Resume.
- Q.3 Describe various issues that must be kept in view while facing an Interview Board.
- Q.4 Write a detailed note on environment and politics, effecting Businesses.
- Q.5 “Art of Effective Listening is an important part of Interview”. Comment with relevant Cases/Examples.
- Q.6 Explain the term Project Report? What are the basics of project Report presentation?
- Q.7 (a) Comment on the various presentation tools along with guidelines of effective presentation.
- (b) Explain various Boredom factor in presentation.
- Q.8 Write short notes on **any three** of the following:
- (i) Boredom factors in a presentation
  - (ii) Audio video recording
  - (iii) Importance of gesture
  - (iv) Positive and Negative Traits
  - (v) Voice Modulation

\*\*\*\*\*