

# END TERM EXAMINATION

SECOND SEMESTER [BBA] MAY-JUNE 2014

Paper Code: BBA112      Subject: Personality Development and Communication Skills- II  
BBA (MOM)112

Time : 3 Hours

Maximum Marks :75

**Note: Attempt any five questions.**

- Q1 (a) 'Proposals are made first and then project is undertaken.' Do you agree? Give reasons in support of your answer. (7.5)  
(b) What does an effective report consists of? Illustrate it with examples.(7.5)
- Q2 What is Presentation? Why students are made to give presentations? Discuss various presentation tools that can be used to make them interesting. How there presentations are different from presentations as a part of Job Interview? Discuss. (15)
- Q3 Write notes on the following:- (7.5x2=15)  
(a) Boredom factors in presentations and ways to overcome them.  
(b) Basics of paragraph writing.
- Q4 What is a Resume? Make a Resume for the Job of a marketing executive in a multinational company. (15)
- Q5 What is Body Language? What are the various constituents of body language? How these help in communicating to reflect personality and character of an Individual? Give examples. (15)
- Q6 What are the basics of Group Discussion? How one can be effective during Group Discussions? What abilities and additional skills are required to be effective during GD.? (15)
- Q7 Who are good leaders? What are the qualities and characteristics possessed by good leaders? Give examples of leaders who possess these qualities. (15)
- Q8 Write notes on the following:- (7.5x2=15)  
(a) What to highlight at the time of giving Self-introduction  
(b) Ways to increase one's professionalism and personality.