

301205

August/ September 2022
BBA (Gen.) 2nd SEMESTER
Presentation & Communication Skills-II
(BBA-GEN-205)

Time : 3 Hours]

[Max. Marks : 75

Instructions :

1. *It is compulsory to answer all the questions of Part-A in short.*
2. *Answer any four questions from Part-B in detail.*
3. *Different sub-parts of a question are to be attempted adjacent to each other.*

PART-A

1. (a) List out the basics of project presentation. (1.5)
- (b) 'Paper reading adds to the knowledge of an individual' Do you agree? Write its importance for a management student. (1.5)
- (c) Write down the importance of voice modulation in communication. (1.5)
- (d) Why should we have an interactive presentation? (1.5)

- (e) What kind of presentation should be prepared for a job interview? Discuss with example. (1.5)
- (f) List out the benefits of appearing in mock interviews. (1.5)
- (g) Write in brief about the benefits of highlighting the negative traits while introducing oneself. (1.5)
- (h) Write a short note on flaws in current education system. (1.5)
- (i) Why it is recommended for a management student to learn from recordings of own dialogues? (1.5)
- (j) What are the steps to become successful in an interview? (1.5)

PART-B

- 2. Why do we write reports? What are the different types of reports? Discuss the points to be kept in our mind to write an effective report? (15)
- 3. (a) What is effective listening? Briefly state the barriers to listening. (7.5)
- (b) How can we make our paragraph writing effective? What points we should keep in our mind while writing a paragraph? (7.5)

- 4. What are the elements of an effective presentation? Discuss various presentation tools to be used to deliver an effective presentation. Also discuss the ways to overcome boredom factors in presentation. (15)
- 5. Write short notes on :
 - (a) Proper body postures to be adopted while facing an interview board. (7.5)
 - (b) Benefits of participation in debates and extempore. (7.5)
- 6. Draft the format of resume for a management graduate student. Write guidelines for a good resume. (15)
- 7. 'To be a successful leader one must know own skills and abilities'. Justify the statement by giving relevant examples. (15)