

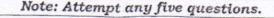
END TERM EXAMINATION

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





- (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)
- 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:(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)

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.
