

# END TERM EXAMINATION

SECOND SEMESTER [BBA] MAY-JUNE 2013

Paper Code: BBA/MOM 112

Subject: Personality Development & Communication Skill-II

Time : 3 Hours

Maximum Marks :75

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

- Q1. (a) Differentiate between a project and a proposal.  
(b) Explain the basics of project writing with the help of illustrations.
- Q2. (a) What is the meaning of the terms "paper reading" and "voice modulation". Explain the basics of project presentation.  
(b) What does effective report consist of ? Illustrate it with example.
- Q3. (a) Describe the presentation as a part of a job interview.  
(b) What are the Boredom factors in presentation? How do these be overcome?
- Q4. (a) Define Leadership. What makes one a good leader?  
(b) What is group discussion? Illustrate group discussion techniques.
- Q5. Describe the following terms:  
(a) Art of effective listening  
(b) Guidelines for effective presentation  
(c) Presentation Tools
- Q6. What is a Resume? Draft a resume for the job of Software Engineer in a multinational.
- Q7. Write short notes on:  
(a) Mock Interview  
(b) Importance of gestures  
(c) Debating a given topic

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