

END TERM EXAMINATION

SECOND SEMESTER [BBA] MAY-JUNE 2017

Paper Code: BBA- 112

**Subject: Personality Development and
Communication Skills-II**

BBA(MOM)-112

Time: 3 Hours

Maximum Marks: 75

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

- Q1 What are the contents of a Project Report? Give a template of it. How can we make a project report more effective?
- Q2 Explain with examples the various types of Presentation tools. What precautions needs to be kept in mind at the time of making presentations? Discuss with examples.
- Q3 (a) Explain the difference between Interactive Presentation and Presentation as a part of a Job interview. List the points of difference.
(b) State the importance of effective listening, give examples to prove your point.
- Q4 What are the characteristics of a good Resume? Make a resume of your own self highlighting your strengths and capabilities. Also discuss the important features of a good resume.
- Q5 What do you understand by Body Language? How body posture, gestures etc helps in communication at the time of facing Interviews? Explain with examples.
- Q6 What are Mock Interviews? What is their importance in facing interviews?
- Q7 How leader is different from a Manager? What are unique qualities of a leader? Illustrate it with examples of good leaders you have come across.
- Q8 (a) Explain the importance of Group Discussion, Debates and Extempore in the overall personality development of an individual.
(b) Why is it necessary to update the knowledge with the changes in the economical/Political/Social environment? Give reasons.