

6305

M.B.A. 1st SEMESTER EXAMINATION, 2019

Paper – V

Managerial Skill Development

Time: Three Hours

Maximum Marks: 80

PART – A (खण्ड – अ)

[Marks: 20]

Answer all questions (50 words each).

All questions carry equal marks.

सभी प्रश्न अनिवार्य हैं। प्रत्येक प्रश्न का उत्तर 50 शब्दों से अधिक न हो।

सभी प्रश्नों के अंक समान हैं।

PART – B (खण्ड – ब)

[Marks: 40]

Answer five questions (250 words each).

Selecting one from each unit. All questions carry equal marks.

प्रत्येक इकाई से एक-एक प्रश्न चुनते हुए, कुल पाँच प्रश्न कीजिए।

प्रत्येक प्रश्न का उत्तर 250 शब्दों से अधिक न हो।

सभी प्रश्नों के अंक समान हैं।

PART – C (खण्ड – स)

[Marks: 20]

Answer any two questions (300 words each).

All questions carry equal marks.

कोई दो प्रश्न कीजिए। प्रत्येक प्रश्न का उत्तर 300 शब्दों से अधिक न हो।

सभी प्रश्नों के अंक समान हैं।

PART – A

- Q.1 (i) Give two barriers of Effective Communication.
- (ii) Define Business Communication.
- (iii) Give two rules of Good Writing.
- (iv) What are Collection Letters?
- (v) Define Brain Storming.
- (vi) Give two requisites of Public Speaking.
- (vii) Explain the four principle of Negotiation.
- (viii) What is Integrative Negotiation?
- (ix) Define Mock Interview.
- (x) Why is a 'Group Discussion' conducted?

PART – B

UNIT –I

Q.2 Explain the 7C's of Effective Communication.

OR

Q.3 Classify the different types of Communication Barrier.

UNIT –II

Q.4 Underlines the need and importance of letters in a Business concern.

OR

Q.5 Explain the different types of Business reports.

UNIT –III

Q.6 What do you mean by Public Speaking? Discuss the various types of speeches.

OR

Q.7 Explain the steps required to be taken for report presentation.

UNIT –IV

Q.8 Distinguish Distributive versus Integrative negotiation.

OR

Q.9 Explain the steps to achieve a Successful negotiation.

UNIT –V

Q.10 Discuss the legal aspects of Business Communication.

OR

Q.11 Write short note on –

(a) Netiquette

(b) Mobiquette

PART – C

Q.12 Discuss the process of Communication.

Q.13 Explain the Do's and Don'ts of Business Writing.

Q.14 Explain the meaning, advantages and limitations of Oral Communication.

Q.15 Discuss the effective negotiation strategies.

Q.16 Write notes on –

(a) Mock Interviews

(b) Group Discussion
