

**Subject : Managerial Skills Development**

Day : Monday  
Date : 13/06/2016



Time : 10.00 AM TO 1.00 PM  
Max Marks : 70 Total Pages : 1

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**N.B.:**

- 1) Attempt **ANY THREE** questions from Section-I and **ANY TWO** questions from Section-II.
  - 2) Figures to the right indicate **FULL** marks.
  - 3) Answer to both the sections should be written in **SAME** answer book.
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**SECTION – I**

- Q.1** Discuss the concept, principles and steps in Time Management. [14]
- Q.2** Discuss the role of Listening and Reading as important skills in effective communication. [14]
- Q.3** Explain the following concepts in negotiations: [14]  
a) Creating Right Atmosphere  
b) Using Mediator
- Q.4** What are the steps that need to be taken to conduct meetings? Elaborate. [14]
- Q.5** Write short note (**ANY TWO**) : [14]  
a) Dealing with stress at work  
b) Assessing Communication Skills  
c) Use of Information Technology in Communication

**SECTION – II**

- Q.6** Prepare a report on a seminar that you have attended, where four speakers presented papers on the theme: “Make in India”. [14]
- Q.7** You are supposed to conduct a workshop on Presentation Skills for 2<sup>nd</sup> year Commerce undergraduates in a renowned college. Describe the key ingredients of your workshop on Presentation Skills. [14]
- Q.8** You have been given the responsibility to conduct preliminary interview of candidates for the position of Sales Executive for your organization. [14]  
a) What preparation your would need to make to conduct the interviews?  
b) How would you conduct the interviews?

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