

Subject : Managerial Skills Development

Day : Saturday
Date : 17/12/2016



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

N. B. :

- 1) Attempt **ANY THREE** questions from Section – I and attempt **ANY TWO** questions from Section – II.
 - 2) Both the sections should be written in the **SEPARATE** answer books.
 - 3) Figures to the right indicate **FULL** marks.
-

SECTION - I

- Q. 1** What do you mean by ‘communication’? Explain different barriers to communication with examples. (14)
- Q. 2** Explain the terms: ‘notice’, ‘agenda’ and ‘minutes of meeting’. Give their formats. (14)
- Q. 3** What should a business presentation contain? Outline the requirements of presentation. (14)
- Q. 4** How does scheduling enable effective time management? (14)
- Q. 5** Write short notes on **ANY TWO** of the following: (14)
- a) Use of audio visuals in presentation
 - b) Notes taking
 - c) Use of information technology in communication

SECTION - II

- Q. 6** “Travelling and increased use of computers have added to the stress level of the individuals”. Provide solutions to cope with stress. (14)
- Q. 7** You have been asked to prepare a report on wastage of stationery in the administration department of your company. What format will you choose to prepare the report? Draft the report for the same. (14)
- Q. 8** Prepare a set of questions which will be used for interviewing sales and marketing staff in a company of your choice. How will you evaluate the answers given by the interviewees? (14)

* * * * *