

C 23629

Name.....

Reg. No.....

SECOND SEMESTER M.B.A. DEGREE EXAMINATION, JUNE 2017

BUS 2C 10—SOFT SKILL DEVELOPMENT

(2013 Admissions)

Time : One Hour and a Half

Maximum : 18 Weightage

Part A

Answer all questions.

Each question carries 1 weightage.

1. How to perfect Oral skills ?
2. What are Aural Skills ?
3. What is a mock presentation ?
4. How to prepare for an interview ?
5. What do you mean by the term indentation ?
6. What are abbreviations ?

(6 × 1 = 6 weightage)

Part B

Answer any three questions.

Each question carries 2 weightage.

7. Explain the features of informal conversation.
8. Explain the features of Effective Business Etiquettes.
9. How does communication help in Business ?
10. Explain the features of Team Presentation.
11. Distinguish between Extempore and a Lecture.

(3 × 2 = 6 weightage)

Part C

Answer any one of the following.

The question carries 6 weightage.

12. How will you report a business meeting on the change of timing and transport facility that was about to be implemented from the next calendar month ?
13. Describe the various negotiating techniques which will help you to resolve interpersonal conflicts.

(1 × 6 = 6 weightage)