



QP – 351

III Semester B.B.A. Examination, March/April 2022
(Fresh) (CBCS) (2021-22 and Onwards)
BUSINESS ADMINISTRATION
Paper – 3.2 : Corporate Skills

Time : 3 Hours

Max. Marks : 70

Instruction : Answers should be written in **English** only.

SECTION – A

Answer **any five** sub-questions. **Each** sub-question carries **two** marks : **(5×2=10)**

1. a) What is communication ?
- b) Enumerate any two objectives of a meeting.
- c) What is speech for vote of thanks ?
- d) What do you mean by office circulars ?
- e) What is body language ?
- f) What is career counselling ?
- g) List any two career opportunities in management.

SECTION – B

Answer **any three** questions. **Each** question carries **five** marks : **(3×5=15)**

2. Explain the 7 C's of communication.
3. Explain the process of Brain storming.
4. What is E-mail ? List out its importance.
5. State the guidelines of effective public speaking.
6. Explain career planning process.

P.T.O.



SECTION - C

Answer **any three** questions. **Each** question carries **twelve** marks : (3×12=36)

7. Explain the barriers to effective communication.
8. What is Group Discussion ? List out the guidelines to conduct GDs and also its importance.
9. What is career counselling ? How does it helps candidates to achieve their dreams ?
10. Explain the different types, advantages and disadvantages of Brain storming.
11. Draft an office circular to all the staff of your office (MAX Ltd.) informing them to attend the computer training program organised at the office.

SECTION - D

Answer the following question. Question carries **nine** marks :

12. Draft a letter of enquiry to purchase a Laptop.

OR

Draft your Bio-Data.