

(A-29) Seat NO: _____

No. of Printed Pages : 2

SARDAR PATEL UNIVERSITY
[BBA(Gen) Sem VI] EXAMINATION (CBCS)
FOR 2010 BATCH
Monday, 02 May 2016
Time: 02.30 am to 04.30 pm
Business Etiquettes & Presentation Skills
UM06FBBA01/02

- Note:** 1. Figures to the right indicate full marks to the questions concerned.
2. Your answers must be precise.
3. Maximum Marks: 60

Q-1 What steps should a presenter undertake to prepare for the Presentation? Discuss in detail. (15)

OR

Q-1 Write notes on the following:
(A) Importance and role of Business Presentation (08)
(B) Delivering the Presentation (07)

Q-2 Comment at length on the Non-verbal aspects of Presentation. Give suitable illustrations to prove your point. (15)

OR

Q-2 Attempt the following questions:
(A) Do you believe that audio-visual aids enhance the effectiveness of a Presentation? Give reasons for your answer. (08)
(B) When making a Presentation, how would you cope with stage fright and presentation fears? (07)

(1)

(P.T.O)...2

- Q-3** Discuss the Etiquettes to be followed during Formal and Informal business meetings. (15)

OR

- Q-3** Answer the following questions:
- (A) What does the term 'Business Etiquette' mean to you? Explain its importance in a business organisation. (07)
 - (B) Discuss some of the important Workplace Etiquettes (08)

- Q-4** Attempt the following questions:
- (A) Write a note on the Etiquette of the Written Word. How important is it in business? (07)
 - (B) Discuss the various stages in the Negotiation process. (08)

OR

- Q-4** Write notes on the following:
- (A) Need and Importance of 'Negotiation' (07)
 - (B) Interview Etiquettes (08)

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(2)