

Roll No. ....

**57045**

**BBA 5th Semester (N.S)**

**Examination–November, 2014**

**Workshop on Presentation Skill**

**Paper-bba-505**

**Time : 3 hours**

**Max. Marks : 50**

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard will be entertained after the examination.

**Note :** There are two sections. Section A comprises of eight short answer type questions which is **compulsory**. Section B comprises 8 questions (2 questions from each unit). You are to attempt **four** questions selecting **one** question from each unit. All questions carry equal marks.

**SECTION A**

1. (a) Give the meaning of a presentation.

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(1)

[Turn Over

- (b) What are the advantages of a presentation?
- (c) Describe a planned presentation.
- (d) What are clinics?
- (e) Discuss the advantages of conferences.
- (f) List some outcomes of presentation.
- (g) How can a presentation offer solution?
- (h) What do you understand by attention?

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**SECTION B**

**Unit I**

- 2. Discuss the various types of presentations.
- 3. Describe a persuasive presentation giving suitable examples.

**Unit II**

- 4. How does one plan a presentation?
- 5. What is the importance of presentation notes and session.

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(2)

**Unit III**

6. Write short notes on the following:

(a) Fish bowl and role plays

(b) Simulations and games

7. What steps can be taken to improve presenter effectiveness?

**Unit IV**

8. Describe a presentation that builds trust giving examples.

9. Explain a value-added presentation.

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