

56522

**MBA 5 Year 2nd Semester (N.S.)
Examination – May, 2023**

PRESENTATION SKILLS

Paper : 502 P2

Time : Three Hours | Maximum Marks : 80

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 examination.

Note : Section-A is compulsory. Attempt any four questions from Section-B by selecting one question from each Unit. Each question carries equal marks.

SECTION – A

1. (a) Verbal communication 2 × 8 = 16
- (b) Listening process
- (c) Notice writing
- (d) Meaning of voice modulation

- (e) Role of electronic mail in business
- (f) What is business letter ?
- (g) Group discussion
- (h) Agenda of meetings

SECTION – B

UNIT – I

2. Discuss the meaning and process of communication. Also suggest how myths and reality affect the communication? 16
3. Explain the different forms of business communication. Discuss different barriers of communication in various communication networks 16

UNIT – II

4. What do you mean by cognitive process of listening ? Also discuss the barriers of listening with suitable examples 16
5. What are the prerequisites for good speaking skills ? Also discuss role of body language in public

UNIT – III

6. Discuss types, structure and layout of business letter in detail. 16
7. Write note on : 8 / 2 = 16
- (i) Writing Memo
 - (ii) Essentials for effective notice writing

UNIT – IV

8. Draft a notice for agenda of a meeting will be held in future including all the essentials elements of effective writing skills. 16
9. What do you understand by business report writing ? What are the purpose and types of effective report writing ? 16
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