

**56522**

**MBA 5 year 2<sup>nd</sup> Semester (N. S.)  
Examination – July, 2022**

**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 : This paper consists of *two* Sections (Section-A and B). *Section-A* is *compulsory* and carrying questions of 2 marks each and *Section-B* consist *eight* questions. The students shall be required to attempt *four* questions from Section B selecting *one* question from each Unit. All questions carry equal marks.

**SECTION – A**

1. Short answer type questions :

- (a) Explain the importance of business communication process.

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- (b) What is the importance of clarity and correctness in an effectiveness Communication ?
- (c) What is Kinesics communication ?
- (d) Discuss the postures and gestures of the body language.
- (e) What do you mean by Agenda and minutes of meeting ?
- (f) Explain the main qualities of good business report.
- (g) How content listening is different from critical listening ?
- (h) What are the principles of effective listening ?

**SECTION – B**

**UNIT – I**

2. What is communication skills ? Define its nature and process of communication.
3. Explain the principal barriers to management communication and suggest measures for the improvement.

**UNIT – II**

4. What is meant by listening ? What are its main principles and explain different types of listening.

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5. What do you understand by speaking skills ? Why is public speaking is important for leader explain ?

### **UNIT – III**

6. Writing skill is the necessary part of business word. How ? Explain with examples.
7. Write a short note on following :
- (a) Notice
  - (b) Circular

### **UNIT – IV**

8. Explain the various steps to be taken for report preparation in detail.
9. You are a secretary of meeting how you conduct a business meeting ?
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