

# P131/P133/AEC001/EE/20220624

Time : 3 Hours 45 Minutes

Marks : 80

## Instructions :

1. All Questions are Compulsory.
2. Each Sub-question carry 5 marks.
3. Each Sub-question should be answered between 75 to 100 words. Write every questions answer on separate page.
4. Question paper of 80 Marks, it will be converted in to your programme structure marks.

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1. Solve any **four** sub-questions.
    - a) Define Communication. List the types of Communication. 5
    - b) Explain the importance Group Communication. 5
    - c) What are the barriers of Communication? 5
    - d) Explain the various ways to deal with angry Customer. 5
    - e) What are the various ways for dealing with office politics? 5
  2. Solve any **four** sub-questions.
    - a) Describe the importance of Report Writing. 5
    - b) Explain the term Translation. 5
    - c) What is Resume? What is Effective Cover Letter? 5
    - d) Describe the term business proposal. 5
    - e) What is Problem Solving? 5
  3. Solve any **four** sub-questions.
    - a) Explain the various ways to gathering data. 5
    - b) What is Risk? Explain how to manage the risk. 5
    - c) What is Team? Differentiate between Group and team. 5
    - d) Explain the need of Team Leadership. 5
    - e) Define the Critical thinking. 5

4. Solve any **four** sub-questions.
- a) Explain the role of Critical Thinker. 5
  - b) How to deal with difficult team? 5
  - c) What are the rules of Business Meeting Casual Standards? 5
  - d) Explain the term Optimism and Enthusiasm. 5
  - e) What is Diplomacy Skills? Explain the need of diplomacy skills. 5

