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CS – 371

**III Semester B.B.A. Examination, March 2023
(CBCS) (Repeaters) (2021 – 22 and Onwards)
BUSINESS ADMINISTRATION
Paper – 3.2 : Corporate Skills**

Time : 3 Hours

Max. Marks : 70

Instruction : Answers should be written in **English only**.

SECTION – A

1. Answer **any 5** sub-questions. **Each** question carries **2** marks. **(5×2=10)**

- a) What is circular ?
- b) Define group discussion.
- c) What is curriculum vitae ?
- d) What is E-meeting ?
- e) What is gesture ?
- f) What is date line ?
- g) What are appraisal interviews ?

SECTION – B

Answer **any 3** questions. **Each** question carries **5** marks. **(3×5=15)**

- 2. Why is communication so important in a business organisation ?
- 3. Explain the importance of postures in communication.
- 4. What is quotations ? Mention the important points, while drafting quotation.
- 5. Write a note on "The Golden Rules of Meeting".
- 6. Write a note on preparation for conducting an interview.

P.T.O.



SECTION – C

Answer **any 3** questions. **Each** question carries **12** marks.

(3×12=36)

7. Briefly explain various barriers of communication.
8. Draft an enquiry letter to A.M. Mobile Ltd., K.R. Road, Bengaluru about availability of 100 smart phones of Samsung Brand and request a quotations for the same.
9. What is communication ? Explain the principles of communication.
10. Draft a resume for a job of an Assistant Accounts Officer in an anticipatory company.
11. What is brain storming ? Explain types, advantages and disadvantages of brain storming.

SECTION – D

Answer the following question. Question carries **nine** marks.

(1×9=9)

12. Draft a letter of enquiry to purchase a laptop.

OR

Draft your Bio-Data.
