

P131/P133/AEC001/EE/20230111

Time : 3 Hours

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.

1. Solve any **four** sub-questions.
 - a) What is Communication? List the types of Communication. 5
 - b) Explain the importance of effective Communication. 5
 - c) What is Verbal Communication? 5
 - d) Describe the importance of Feedback. 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 professional E-mail Message. 5
 - c) Write example of resume of Fresher. 5
 - d) Explain the need of Reports. 5
 - e) What is Problem Solving? 5
3. Solve any **four** sub-questions.
 - a) What is the process of developing ethical solution? 5
 - b) Explain the importance of team in organization. 5
 - c) List the qualities of Leader in team. 5
 - d) Describe the Group Decision Making. 5
 - e) Define the Critical thinking. 5

4. Solve any **four** sub-questions.

- a) Explain the role of Critical Thinker. 5
- b) List the benefits of Professional Networking. 5
- c) What are the rules of Business Meeting Casual Standards? 5
- d) Explain the importance of Interpersonal Skills. 5
- e) What is Social Protocols? Explain the need of it. 5

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