

[A-42]

SARDAR PATEL UNIVERSITY
BBA (Gen) Sem – VI EXAMINATION (2010 batch)
Monday, 09 April 2018
02:00 am to 04:00 pm
Business Etiquettes and Presentation Skills
UM06FBBA01/02

- Note: 1. Figures to the right indicate full marks to the questions concerned.
2. Your answers must be precise.
3. Maximum Marks: 60

Q-1 As a Presenter what steps would you undertake to prepare an effective Presentation? 15
Discuss in detail.

OR

Q-1 Write notes on the following: 15
(A) How to plan for a Presentation
(B) Guidelines on Delivering the Presentation

Q-2 How do audio-visual aids enhance the effectiveness of a Presentation? Discuss in 15
detail citing suitable illustrations.

OR

Q-2 Write notes on the following: 15
(A) Non-verbal aspects of Presentation
(B) Strategies to cope with stage fright and presentation fears during the
Presentation

Q-3 Explain the term 'Business Etiquette' and discuss its importance in the modern 15
corporate world.

OR

Q-3 Attempt the following: 15
(A) Discuss in detail the Etiquettes to be followed for formal business meetings.
(B) Write a note on telephone / cell phone etiquettes.

Q-4 What do you mean by the term 'Negotiation'? Discuss the various stages in the 15
process of Negotiation.

OR

Q-4 Write notes on the following: 15
(A) Importance of Etiquettes in Written Communication
(B) Some important Interview Etiquettes

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