

SEAT No. _____

No. of Printed Pages: 1

[9]

Sardar Patel University

BBA (HM/TTM) Examination – Semester III

Friday 1st January, 2021

Time: 10:00 am to 12:00pm

UM03ABBH21

Business Etiquettes and Managerial Communication

60 MARKS

- Note: 1. Attempt any 4 (Four) questions out of 8 (Eight) questions.
2. All questions carry equal marks.

- Q1 Explain the importance of business etiquettes in business with definition.
- Q2 Write detailed notes on:
1. Etiquettes for Informal meeting
2. Etiquettes for Stakeholder
- Q3 Write detailed note on Internet as a type of mass media.
- Q4 Explain in detail Print media as type of mass media.
- Q5 Write an application attached with resume for the post of 'Chef' in the Umaid Bhawan Palace.
- Q6 Draft a cover letter for the post of 'Reservation Manager' in HTC hotel.
- Q7 Write a detailed note on selection for an Interview.
- Q8 Write notes on:
1. Promotion Interview
2. Exit Interview

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