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SEAT No. \_\_\_\_\_

No. of Pages : 4

**SARDAR PATEL UNIVERSITY**

**B.B.A. LL.B (Hons) (IV Sem.) External Examination**

*Saturday*, 01/04/2017

2:00 – 4:00 PM

**UL04CBLH05 – English – IV**

**Total Marks: 50**

- Q.1**
- a Assuming that you are the marketing department manager of Mance Pvt Ltd, on 4<sup>th</sup> meeting of inter department, draft notice of the agenda regarding new production, also write the minutes of meeting. (7)
  - b “The power of the lawyer is in the uncertainty of the law.” Write Supporting sentence, authentication and examples. (7)

**OR**

- a Assuming you to be the Manager Mance Pvt Ltd, write a memo announcing new rules regarding over time working and explaining the reasons for doing so. (7)
- b Draft a press report on R N Patel Ipcowala School of Law and Justice celebrated Era-de-Juventud. (7)

- Q.2**
- a “Team Roles and Functions are often used to investigate how individuals behave or what functions they perform in a group.”– Explain (7)
  - b “Style, responsibilities and role of the leader will change and evolve as group dynamics change over time.” – Discuss (7)

**OR**

- a Through networking and interaction within a team people come to a greater understanding about other members– Explain (7)
- b What is team? Explain the structure of team. (7)

- Q.3**
- a What is negotiation? Discuss in detail the steps of negotiation stages. (7)
  - b Discuss in detail Negotiation styles. (7)

**OR**

- a Elaborate types of negotiation with example. (7)
- b Explain in detail negotiation process. (7)

- Q.4**      **Shorts Notes (Any Two)**      (8)

1. Negotiation Situations.
2. How to face Group Discussion.
3. How to overcome stress interview

☺*Good Luck*☺

