RB-3512
First Year B. B. A. (Sem. II) Examination
March / April - 2017
Communication & Soft Skills - II

Time : 2 Hours] [Total Marks : 50

Instructions :

(1) Fill up strictly the details of ☐ signs on your answer book.

Name of the Examination :
First Year B. B. A. (Sem. II)

Name of the Subject :
Communication & Soft Skills - II

Subject Code No. : 3 5 1 2 ☐ Section No. (1, 2,...) ☐ Nil

Seat No. :

(2) Indicate clearly the options you choose.

(3) Figures to the right indicate marks.

1 (a) Draft a job application to be sent for the post of a Public Relations Officer required in Supath Financial Services Pvt. Ltd., Surat.

OR

(b) Prepare a letter on behalf of M/s. Shah & Co., Vadodara, to be sent to a candidate offering the post of an Assistant Manager (Marketing) and asking him to join within a month.

2 (a) Draft the Minutes of the 16th Annual General Meeting of Assure Automobiles Pvt. Ltd., Bangalore.

OR

(b) Explain how a meeting can be conducted effectively.
3 Answer the following: (any two)

(a) Explain the significance of goals in the life of an individual.
(b) What is meant by SMART goals? Discuss with examples.
(c) Write a note on the ways in which confidence can be developed.

4 Write short notes: (any two)

(a) Significance of Autosuggestions
(b) Steps of effective Time Management
(c) Time wasters and ways to overcome them.