



K-3516

Seat No. _____

First Year B. B. A. (Sem. II) (CBCS) Examination
September / October – 2012
Communication & Soft Skills - II

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दृष्टावेव निशानीयाणी विगतो उत्तरवडी पर अवश्य लपवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="F. Y. B.B.A. (SEM. 2) (CBCS)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="COMMUNICATION & SOFT SKILLS - 2"/>	<input type="text"/>
Subject Code No. : <input type="text" value="3"/> <input type="text" value="5"/> <input type="text" value="1"/> <input type="text" value="6"/>	<input type="text"/>
Section No. (1, 2,.....): <input type="text" value="Nil"/>	<input type="text"/>
Student's Signature	

- (2) Indicate clearly the options you choose.
(3) Figures to the right indicate marks.

1 (a) Prepare an application to be sent for the post of a project supervisor required in Universal Computronix, Pune. Also enclose a detailed resume along with it. 14

OR

(b) Draft a letter as from Mr. Harish Pandya, resigning from the post of Marketing Manager held by him in Shalini Textiles Ltd., Surat. 14

2 (a) Draft the minutes of the meeting of Board of Directors held prior to Annual General Meeting of Samay Watches Ltd. Rajkot. 14

OR

(a) Describe the role of a moderator in conducting meetings. 7
(b) Draft the Notice and Agenda for a meeting of Board of Directors of Advent Technologies Ltd., Chennai. 7

- 3** Answer the following : (any **two**) **14**
- (a) Comment on the significance of goals in the lives of individuals.
 - (b) Explain the concept of SMART goals.
 - (c) How are goals different from dreams ? Explain.
- 4** Answer any **two** of the following : **14**
- (a) Explain how positive self talks and autosuggestions help us.
 - (b) Comment on the significance of assertiveness and confidence.
 - (c) Discuss the ways to develop confidence.
- 5** Answer the following : (any **two**) **14**
- (a) Why is Time-Management so important in life ? Explain.
 - (b) Discuss various time stealers and suggest ways to overcome them.
 - (c) Write a detailed note on achieving effective Time Management.
-