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)

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નીચે દર્શાવેલ ☛ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી.
Fillup strictly the details of ☛ signs on your answer book.

Name of the Examination :
☛ F. Y. B.B.A. (SEM. 2) (CBCS)

Name of the Subject :
☛ COMMUNICATION & SOFT SKILLS - 2

☛ Subject Code No. : 3 5 1 6    ☛ Section No. (1, 2,......) : Nil
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Seat No. :

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   14
a project supervisor required in Universal Computronix,
Pune. Also enclose a detailed resume along with it.

OR

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

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

OR

(a)   Describe the role of a moderator in conducting meetings.   7

(b)   Draft the Notice and Agenda for a meeting of Board   7
of Directors of Advent Technologies Ltd., Chennai.

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.

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