

Q-1	What are the ways to conduct an effective meeting? What are the common mistakes that should be avoided during an office meeting?	14
Q-2	A) What are the precautions to be taken while preparing for presentation? Discuss how to create an effective presentation. OR B) Why effective listening is important and a critical behavioral trait? What are the barriers of listening and how to overcome?	14
Q-3	A) What are the ways to conduct an effective meeting? What are the common mistakes that should be avoided during an office meeting? OR B) What are the barriers of Communication? What can be done to overcome the barriers?	14
Q-4	A) What is the significance of group discussions? Give tips on how you would conduct a group discussion. OR B) Prepare a format for both – an email and an inter-office memo. Also, state what precautions need to be taken while writing: i) email to a supplier? ii) inter-office memo?	14
Q-5	You are the Sales Manager of your company. Write an enquiry letter to a resort that you will be holding an annual Review & Budget Conference from March 25 to 28, 2024. Inform the hotel about the number of participants, dates, and several other details required to organize the conference. Specify what your requirements are. The participants will reach the venue a day in advance and leave a day after it is over.	14

