

Time : 2-30 Hours]

[Max. Marks : 70

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	<p>A) What are the precautions to be taken while preparing for presentation? Discuss how to create an effective presentation.</p> <p><b>OR</b></p> <p>B) Why effective listening is important and a critical behavioral trait? What are the barriers of listening and how to overcome?</p>	14
Q-3	<p>A) What are the ways to conduct an effective meeting? What are the common mistakes that should be avoided during an office meeting?</p> <p><b>OR</b></p> <p>B) What are the barriers of Communication? What can be done to overcome the barriers?</p>	14
Q-4	<p>A) What is the significance of group discussions? Give tips on how you would conduct a group discussion.</p> <p><b>OR</b></p> <p>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?</p>	14
Q-5	<p>You are the Sales Manager of your company. Write an enquiry letter to a resort that you will be holding an annual Review &amp; Budget Conference from March 25 to 28, 2024.</p> <p>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.</p>	14