

Time : 2-30 Hours]

[Max. Marks : 70

Q-1	Enumerate the best attire and grooming recommended for both – male and females. What preventing measures you will undertake not to present yourself unprofessionally?	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>OR</p> <p>B) What is goal setting? Give the steps to make effective goal setting process.</p>	14
Q-3	<p>A) Keeping in mind the 'timeline', how should you allocate time and other resources at your disposal? Discuss.</p> <p>OR</p> <p>B) What is the significance of group discussions? Give tips on how you would conduct a group discussion.</p>	14
Q-4	<p>A) Describe multi-tasking. In your opinion – is multitasking good or not? Give the advantages and disadvantages of multi-tasking.</p> <p>OR</p> <p>B) What are the ways to conduct an effective meeting? What are the common mistakes that should be avoided during an office meeting?</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 & Budget Conference from April 1 to 3, 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