

MBA (GM) Sem.-1 Examination**FC-107****MC & SSD****January-2025****Time : 2-30 Hours]****[Max. Marks : 70**

Q-1	What are the essential preparations when facing a one-to-one interview for a job?	14
Q-2	A) How can you overcome barriers to effective communication? OR B) What are the main difficulties when giving presentations? Also explain how to overcome that hindrance.	14
Q-3	(A) How does effective communication help in the Corporate world? State its importance. OR B) What is the art of 'listening'? How can you make listening more effective?	14
Q-4	A) What are the precautions that must be taken to conduct a smooth meeting in office? What are the common mistakes that happen in a typical office meeting? OR B) What is Group Discussion (GD)? Give tips on how to be effective in a GD.	14
Q-5	A letter has to be written to a company from where you had recently purchased a product. Inform the company about your disappointing experience while purchasing at the showroom as well as while using the product at home. Express your frustration. Apprise the company that you are a long-time loyal customer. The experience was expected to be fulfilling, while in reality it was sub-standard. Mention the solution that you expect from the company to solve the issue.	14