

SECTION-B

2.
 - a) What is the importance of presentation skills in a business meeting?
 - b) How to prepare a PPT for a board meeting?
3. Write a letter of application along with your Curriculum Vitae (CV) for the job of a computer engineer in response to the following advertisement :

 Position: Computer Engineer.

 Job Profile: DBA, entry of information/records.

 Skills: Engineering in Computers, Good Typing speed (100 words per minute) flexibility to work in shifts.
4. Assume that you are on a visit to a science exhibition along with your sister who is about 10 years old. You have lost your sister in the exhibition. Give a report about your lost sister to police control room along with the suitable description of your sister.
5.
 - a) Explain the process and classification of communication.
 - b) Explain the business communication and barriers to effective communication in business organization.
6. Write down the text of a group discussion between five participants on the need to build a 'canteen' in the college premises for the faculty and students.
7.
 - a) Write the format of a 'Project writing'. Discuss its essential elements briefly.
 - b) Write a letter to a business firm for selecting you as a trainee in the organization.

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.