Q.1 Define Leadership. What are the various types of leaders and according to you who is the best leader? Explain with supportive discussion.

Q.2 What is Resume writing skill? Explain the various guidelines for a good Resume.

Q.3 Describe various issues that must be kept in view while facing an Interview Board.

Q.4 Write a detailed note on environment and politics effecting Businesses.

Q.5 “Art of Effective Listening is an important part of Interview”. Comment with relevant Cases/Examples.

Q.6 Explain the term Project Report? What are the basics of project Report presentation?

Q.7 (a) Comment on the various presentation tools along with guidelines of effective presentation.

(b) Explain various Boredom factor in presentation.

Q.8 Write short notes on any three of the following:

(i) Boredom factors in a presentation
(ii) Audio video recording
(iii) Importance of gesture
(iv) Positive and Negative Traits
(v) Voice Modulation

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