

**MASTER OF BUSINESS ADMINISTRATION
(NETWORK INFRASTRUCTURE
MANAGEMENT)
(MBANIM)**

Term-End Examination

June, 2012

MCR-006 : BUSINESS SKILLS - 1

Time : 2 hours

Maximum Marks : 50

Note : Answer any five questions. All questions carry equal marks.

1. A healthy personality breed healthy decisions. 10
Write in relation to decision making commandments.
2. How a motivated employee is an asset for an 10
organisation ? Discuss.
3. Good communication skill helps a person to 10
perform well in interviews. Give example in support of your answer.
4. (a) What do you mean by effective writing 5x2=10
skills?
(b) Explain the process of Business Communication.

5. Briefly comment on the following : 5x2=10
- (a) Common person can become a leader by acquiring leadership skills.
 - (b) Impressive resume is important in recruitments.
6. Distinguish between the following : 5x2=10
- (a) Listening and Hearing
 - (b) Mail and E - mail
7. Write short notes : 5x2=10
- (a) Visual Aids.
 - (b) Time Management.
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