

**M.Sc. IN LEATHER GOODS AND
ACCESSORIES DESIGN (MSCLGAD)**

00064 **Term-End Examination**

June, 2014

MFW-061 : BUSINESS COMMUNICATION - III

Time : 3 hours

Maximum Marks : 70

Note : Answer any *five* questions. Each question carries equal marks.

1. What is a debate ? How should one prepare to participate in a debate ? What should one avoid during a debate ? 14

2. What is the format of a business letter ? What are the rules for writing a business letter ? 14

3. What should be the conduct of a candidate during an interview ? 14

4. Explain the proper dress and grooming norms for men and women in the corporate sector. 14

5. While participating in a Group discussion, what are the factors that you will take care of? *14*
 6. Give the format of an effective business presentation. What care will you take to prepare a punch-line for the presentation? *14*
 7. How can one handle Question-Answer session effectively after a presentation? Explain. *14*
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