

**MASTER OF BUSINESS ADMINISTRATION
TEXTILE MANAGEMENT (MBATEXM)
Term-End Examination**

June, 2014

MCT-043 : BUSINESS SKILLS-II

Time : 3 hours

Maximum Marks : 100

*Note : (1) Attempt any five questions.
(2) All question carry equal marks.*

1. Write a regret letter to a candidate who has not succeeded in securing a job in your organisation. 20

2. Briefly describe the basic concepts of relationship building. what are the internal and external factors affecting relations within an organisation? 20

3. Describe the importance and elements of team building. 20

4. "A good leader should be a good listener" Explain this dictum with appropriate examples. 20
5. Explain how would you elaborate the benefits of positive thinking to combat/manage stress in daily life. 20
6. How would you strike a balance between being forceful and at the same time using diplomacy to negotiate and maintain healthy relationships? 20
7. Write the short notes on: 20
 - (a) Art of convincing
 - (b) Win-Win game plan
8. Differentiate between a Vision and Mission statement. Describe this with respect to your organisation as an example. 20

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