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**BBABME 237**

**Choice Based Credit System III Semester B.B.A. Degree  
Examination, April/May 2022  
(2020 – 21 Batch Onwards)  
EXECUTIVE DEVELOPMENT AND SOFT SKILL  
Group – II (Elective)**

Time : 2 Hours

Max. Marks : 40

**SECTION – A**

Answer **any four** questions from the following. **Each** question carries **two** marks.

**(4×2=8)**

1. State the essentials of team work.
2. What are interpersonal skills ?
3. What is work life balance ?
4. What is self-evaluation ?
5. Write a note on verbal communication.
6. Write the meaning of scheduling.
7. What is self-criticism ?

**SECTION – B**

Answer **any four** questions from the following. **Each** question carries **four** marks.

**(4×4=16)**

8. Briefly explain the importance of interpersonal skills.
9. Explain different kinds of goals.
10. Write a note on SWOT analysis.
11. Bring out the differences between teams and groups.

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12. State the benefits of being self-disciplined.
13. Write a note on written communication.
14. Explain how work-life balance can be improved.

SECTION – C

Answer **any two** questions from the following. **Each** question carries **eight** marks.

**(2×8=16)**

15. Explain the importance of team work.
  16. Explain the various types of communication.
  17. Explain the advantages and disadvantages of self-assessment.
  18. Explain the principles of effective delegation.
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