

Faculty of Business Management**BBA II-Year, CBCS-III Semester Backlog Examinations –January, 2021****Skill Enhancement Course****PAPER: PERSONALITY DEVELOPMENT COMMUNICATION SKILLS**

Time: 1 Hour 30 Min

Max Marks: 40

I. Answer any TWO of the following questions (2x20=40 Marks)

1. Define the term 'Communication Skills'. How do we acquire communication Skills?
2. Write a Group Discussion among candidates A, B, C & E on the topic "Causes and remedy of unemployment".
3. Discuss the role of emotional intelligence in the effective functioning of teams with suitable examples.
4. Define the term Time Management and explain its importance.
