

- 1) What do you mean by Managerial skills?
 - 2) Every successful person is firstly a successful manager, in the light of above statement explain the various managerial skill.
 - 3) Management is a challenging job. Describe certain managerial skills which require to accomplish such a challenge?
 - 4) What are conceptual skills in management? Explain with example.
 - 5) Define Employability Skills.
 - 6) How can you develop employability skills?
 - 7) What Are Technical Skills in Management? Give example.
 - 8) Define the role of technical skills in management.
 - 9) How important are Technical Skills for Managers?
 - 10) Define Soft Skills. And explain the importance of it for managerial level.
 - 11) Why Soft skills are considers as a personal attribute to enhance individual career prospects and job performance?
 - 12) Soft skills is associated with EQ(Emotional Intelligent quotient) Give your comment
 - 13) What important soft skills the manger needs to improvise his managerial skills?
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MSD-UNIT-II-07

- 1) Define Communication. How can you classify Communication?
- 2) What is Communication? State its functions and importance
- 3) Briefly Explain the process of Communication
- 4) Write a note on nature and scope of Communication
- 5) How is communication important in career Development?
- 6) Define communication and explain different types of communication.
- 7) What is interpersonal communication? State its characteristics.
- 8) Briefly explain the process of communication
- 9) Distinguish between oral and written communication.
- 10) What are the factors that influence organizational communication?
- 11) What is oral communication? Give its characteristics
- 12) Give the advantages and disadvantages of oral communication
- 13) What are the distinct features of written communication?
- 14) Explain the meaning of Grapevine Communication. State its Merits and Demerits
- 15) What is Informal Communication? State its Advantages and Disadvantages.
- 16) What is the use of facial expression and eye contact in communication? Explain with examples
- 17) Non verbal communication is complimentary to verbal communication. Elaborate.
- 18) What can be done to overcome the barriers to communication?
- 19) What are the cross cultural barriers to communication? Explain with suitable examples
- 20) Communication is most often distorted by noise. Explain

- 21) The individual factors of a person act as barriers to communication. Is this statement true? How?
 - 22) Is it possible to overcome the barriers to Communication? Explain various measures to overcome the communication barriers.
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MSD-UNIT-III-07

- 1) Give a detail classification of different types of reports (list only). Explain formal reports.
 - 2) What are dos and don'ts of business writing?
 - 3) Explain the various functions of Business Letters.
 - 4) Explain different kinds of Business letters?
 - 5) Explain the essentials of Effective Letter Writing?
 - 6) What is Enquiry Letter? State the points to be considered while drafting an Enquiry letter?
 - 7) What is an Order letter? State its content.
 - 8) What is Circular Letter? Explain the various occasions/ Situations for writing circular letter?
 - 9) State the objective, reasons and features of Complaint letter.
 - 10) What is Adjustment Letter? State its Characteristics.
 - 11) What is Sales Letter? State its Advantages.
 - 12) What are the characteristic features of Sales Letter?
 - 13)** What is Report? Explain different types of reports.
 - 14) Explain the procedure/ process of Report Writing.
 - 15) Describe the structure of ideal/ Good Report.
 - 16) Narrate the emerging trends in preparation of resume.
 - 17) Discuss the various aspects included in resume
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MSD-UNIT-IV-7

- 01) Explain the different guidelines for effective public speaking.
 - 02) Explain the term Listening. State its types.
 - 03) What are the common Barriers in Listening?
 - 04) Describe the role of listening in the communication process.
 - 05)** What do you mean by Kinesics?
 - 06) Define proxemics. What is included in proxemics?
 - 07) What are the advantages and limitations of proxemics?
 - 08) “The verbal and non-verbal messages are related with each other”.
comment.
 - 09) What do you mean by public speaking?
 - 10) Define and explain negotiation?
 - 11) ‘Negotiation can be made successful through good communication skills’. Comment.
 - 12) Explain the integrative and distributive strategies of negotiation.
 - 13) Describe the process of negotiation with the help of examples.
 - 14) Give some suitable guidelines to make negotiation successful.
 - 15) ‘Negotiation is not an event, it is a process’. Elaborate.
 - 16) Explain the biases that hinder effective negotiation
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MSD-UNIT-V-07 MARKS

- 1) Explain in brief different presentation skills.
- 2) Explain the purpose of interview in detail.
- 3) What is stress interview under what circumstances, it should be used?
- 4) How will you prepare yourself for a personal interview?
- 5) What do you mean by Group Discussion?
- 6) Narrate briefly the process of improving presentation?
- 7) How will you make changes in presentation to different audience groups?
- 8) Discuss the importance of visual aids in Communication?
- 9) What is meeting? Explain the main purposes and rules of meeting?
- 10) Explain the process of conducting a meeting?
- 11) What are the Minutes of Meetings? State its objective?
- 12) What are the objectives of case analysis?
- 13) Explain the steps in analysis of case?
- 14) What do you mean by Brainstorming?
- 15) “The process of brainstorming requires out of box thinking”.
Comment?
- 16) Define research paper? State contents of effective Research paper?