

BACHELOR OF TECHNOLOGY (CBCS) (2021-COURSE)  
Computer Science & Business Systems

B. Tech. Sem - II :SUMMER : 2023

SUBJECT : BUSINESS COMMUNICATION & VALUE SCIENCE-II

Day : Monday

Date : 5/6/2023

S-24141-2023

Time : 10:00 AM-01:00 PM

Max. Marks : 50

N.B.

- 1) All questions are **COMPULSORY**.
- 2) Figures to the **RIGHT** indicate **FULL** marks.
- 3) Draw neat diagram **WHEREVER** necessary.

- Q.1 a) State the importance and need of Soft Skills for Engineers. (06)  
b) Elaborate different skills and values required for a Manager. (04)
- OR
- Q.1 a) Illustrate different steps of E-magazine. (06)  
b) Why is it necessary for an organization to follow different code of conducts? Provide suitable reasons. (04)
- Q.2 a) Prepare an agenda and minutes of the meeting for following : (06)  
'A Director of ABC Pvt. Ltd. is scheduled a meeting of Board of Directors on 25 January 2023 at 03.00pm on Friday to discuss the annual report of the company.'
- b) Write short notes on : (04)  
i) Skimming  
ii) Scanning.
- OR
- Q.2 a) Elaborate different benefits of blog writing for an organization. (06)  
b) Illustrate different team dynamics for effective team. (04)
- Q.3 a) Discuss Bruce Tuckman's team building model and elaborate it's advantages for effective team. (06)  
b) State the difference between leadership and management. (04)
- OR
- Q.3 a) Explain in detail Belbin's 8 team player styles and how do they help in effective team work? (06)  
b) Discuss in detail fundamentals of public speaking. (04)
- Q.4 a) What different ways and measures assist to enhance public speaking skills? Illustrate. (06)  
b) Explain in detail the importance of body language in the presentation (04)
- OR
- Q.4 a) What is corporate grooming? How does it complement to a professional behaviour at a workplace? Justify your answer with appropriate examples. (06)  
b) Elaborate different etiquettes for presenting oneself with finesse. (04)
- Q.5 a) What is meant by diversity? State different advantages of diversity at workplace. (06)  
b) Does cultural diversity assist to enhance the productivity? If Yes/No. justify your answer with appropriate examples. (04)
- OR
- Q.5 a) What is meant by inclusion? Elaborate in detail different barriers for the inclusion of diversity at workplace. (06)  
b) Discuss in detail global diversity identities. (04)

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