

BACHELOR OF TECHNOLOGY (CBCS) (2021-COURSE)
B. Tech. Sem - II Computer Science & Business Systems : WINTER : 2023
SUBJECT : BUSINESS COMMUNICATION & VALUE SCIENCE-II

Day : Monday

Time : 10:00 AM-01:00 PM

Date : 27-11-2023

W-24141-2023

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)** Discuss in detail the difference between soft skills and hard skills with their various advantages in the corporate world. (06)
- b)** State the importance of ethics and values in the corporate world. (04)
- OR**
- Q.1 a)** Why soft skills are needed for a professional? Justify it with proper reasons. (06)
- b)** Discuss different values for a good manager. (04)
- Q.2 a)** What are different characteristics of good writing? How do these assist to professional to write different official documents? (06)
- b)** Prepare a blog on "IOT: Transforming the World" (04)
- OR**
- Q.2 a)** What is meant by skimming and scanning? State their different benefits. (06)
- b)** Prepare a format of E-magazine and state it's different components. (04)
- Q.3 a)** Elaborate in detail the importance of leadership in achieving the success of a company's set goals. (06)
- b)** Explain different challenges for building an effective team. (04)
- OR**
- Q.3 a)** Illustrate Lindgren's big five personality traits for developing leadership skills. (06)
- b)** Elaborate the difference between leadership and management in the corporate domain. (04)
- Q.4 a)** What technical steps are important to keep the structure and flow of effective presentation to achieve goals of presentation? (06)
- b)** Discuss in detail different etiquettes and mannerism for meeting presentation. (04)
- OR**
- Q.4 a)** Discuss in detail different components of body language. (06)
- b)** What are different corporate etiquettes? Explain, how they assist one to groom at workplace. (04)
- Q.5 a)** Define the diversity. Why is it necessary for a company to do inclusion of diversity? (06)
- b)** State different merits and demerits of diversity at workplace. (04)
- OR**
- Q.5 a)** Define the inclusion. State different steps to do inclusion of diverse workforce. (06)
- b)** State different markers of diversity at corporate. (04)
