

ADMISSION NUMBER											

School of Hospitality
Bachelor of Business Administration in Tourism and Travel
Mid Term Examination - Nov 2023

Duration : 90 Minutes
Max Marks : 50

Sem III - I1UA304B - Personality Development and Presentation Skills

General Instructions

Answer to the specific question asked

Draw neat, labelled diagrams wherever necessary

Approved data hand books are allowed subject to verification by the Invigilator

- 1) Body and limb movement do not contribute to non-verbal communication. K2 (2)
- 2) _____ outlines the topics and goals of a meeting, ensuring a focused discussion. K1 (3)
- 3) What is the benefit of self-knowledge in personality development? K2 (4)
- 4) Why is active listening important during negotiation? K2 (6)
- 5) Why is it necessary to check the equipment before starting a presentation? K3 (6)
- 6) How do you effectively sell yourself during an interview? K3 (9)
- 7) How can multitasking be a time-wasting practice? K4 (8)
- 8) How can maintaining a positive attitude influence how others perceive you? K4 (12)

OR

What strategies can help minimize time spent on checking emails? K4 (12)