



3. Mention steps for planning presentation.
4. Explain: welcoming visitors.

**Q.2 Do as directed.**

**A) Objective Type Questions ( ½ mark each) (Any 6 out of 8)**

**(03)**

1. A presentation is a form of oral communication in which a person shares factual information with an audience that is:
 

a) Large	b) Specific
c) Small	d) Mix
2. The presenter acts as the \_\_\_\_\_ information.
 

a)Medium	b) Deliver
c) Advocate	d) Supporter
3. Reading out presentation is
 

a) Dull	b) Not allowed
c) Helpful	d) Allowed
4. Eye contact is important with audience.
 

a) True	b) False
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5. Presentation has to be subject specific.
 

a)True	b) False
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6. If a question answer session is not there presentation is good.
 

a) True.	b) False
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7. Eating or drinking while giving a presentation is alright.
 

a) True	b) False
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8. Group has advantage of varied views.
 

a) True	b) False
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**B) Objective Type Questions (1 mark each)**

**(03)**

1. Group decisions sometimes arrive in compromise.
 

a) True	b) False
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2. Individual domination is appropriate for the group.
 

a) True	b) False
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3. Group discussions are expensive in terms of time and money.
 

a) True.	b) False
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**C) Answer the following questions in brief**

**(12)**

1. How to improve presentation skills?
2. Types of presentations.
3. Write a note on groupism.
4. List down presentation skills.

**Q.3 Do as directed.**

**A. Look at the following statements. Which category do they belong in: A, B, or C?**

**(06)**

- A. – Discussing follow-up documentation
- B. – Guaranteeing
- C.—Summarizing

1. I will do my best to ensure the contract is signed today.
2. This is where we stand at the moment.
3. Shall we put this into a written proposal?
4. Let me just repeat the last two statements, if I may.
5. We assure you that the quality will not change.
6. We have certainly covered a lot of ground today!

**B) Answer the following questions in brief** (Any 3 out of 4)

**(09)**

1. How will you entertain visitor?
2. What is entertaining a visitor?
3. What measures should be taken care of before the interview?
4. How a candidate should behave during the interview?

**Q.4 Answer the following questions in brief** (Any 3 out of 4)

**(09)**

1. Types of interviews.
2. Explain importance of negotiation.
3. Enlist typical interview questions.
4. Making contact is important for socializing. Your comment.