

- Attempt all the given Question

Q.1 . State whether True or False. (Any 8).

8

- 1.A Group Discussion is the same as a debate.
- 2.The full form of RTI is Right of Inquiry.
- 3.Offering a discount is a bad sales strategy.
- 4.Virtual Conference increase travel costs.
- 5.A group interview is the same as a Penal interview.
- 6.An interviewer is the person who is called for an interview.
- 7.When a motion is passed by a majority of members in a Meeting it becomes a Resolution.
- 8.An Appraisal interview should be conducted at regular intervals of the time.
- 9.An oral complaint can be lodged with a consumer redressal forum.
- 10.WASP is used in the sales of Advertising.

Q.1.B) Match the columns (Any 7).

7

- | A. | B |
|---------------------------------|--|
| a. Group discussion. | Cutting of articles |
| b. Trade conference. | For an outgoing employee |
| c. Press release. | Offers accountability |
| d. Signature. | Information sent of the Media |
| e. Agenda. | Screening technique |
| f. Reprimand. | Disiplinary action |
| g. PowerPoint. | Indicates the desired solution |
| h. Exit interview. | Listed items to be discussed in a meeting |
| i. Press Clippings. | Takes place on a larger scale |
| j. Recommendations in a report. | Provides information in the form of slides |

- Q.2 A) Discuss the role of a Chairperson in a meeting? 8
- B) Draft a Notice cum Agenda for the monthly Board Meeting of Anita Travels Pvt. Ltd, Mahalaxmi, Mumbai. 7

OR

- C) Discuss the advantage and Disadvantage of a Conference. 8
- D) Define Public Relations. List its advantage and disadvantages. 7

- Q.3.A) Draft a sales letter to promote the sale of a Treadmill Use the Semi Block layout. 8

- B) What is a Conference? Discuss the various ways to ensure the successful organization of a conference. 7

OR

- C) Draft an Investigative report with recommendations about the unhealthy conditions in the canteen of wonder works Pvt. Ltd, Chembur, Mumbai. 8

- D) How can a House Organ be made interesting to read? 7

- Q.5.A) How should a candidate prepare for an interview? 8

- B) Mention some Do's and Don't of good presentation. 7

OR

- C) Write the Short Notes. (Any3). 15

1. WASP

2. Interview

3. Agenda

4. Public relation

5. Trade letter
