

**DAVV, INDORE**

**Bachelor of Business Administration (BBA) Examination**

**I Semester Managerial Skills Feb 2013**

**Time 3 Hours**

**Max. Marks 80**

Note : Attempt any five questions. All questions carry equal marks. Write in a legible handwriting.

Q.1. Discuss the importance of personal skills for an effective manager and how these can be enhanced for attaining organisational goals?

Q.2. Write a detail note on steps of analytical problem solving.

Q.3. Explain the concept of team building. Discuss the process of building an effective team.

Q.4. What are the skills required for delegating work in an business organization?

Q.5. Discuss the important barriers to effective communication with special emphasis on making an oral presentation.

Q.6. How developing self awareness enhances emotional intelligence of a manager?

Q.7. Write short notes on any two of the following:

(a) Personal Interview Management.

(b) Defensiveness and Disconfirmation.

(c) Impediments of Creativity.

(d) Reporting of Projects.