

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**MBA Integrated - SEMESTER- VI EXAMINATION – SUMMER 2022**

**Subject Code: 2567105****Date: 07/06/2022****Subject Name: Business Etiquettes****Time: 10:30 am to 01:30 pm****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1** (a) What is communication etiquettes? Discuss the role of telephone etiquettes in effective communication. **07**  
(b) What is an Email? Write and draw the sample email format for professional email to manager. **07**
- Q.2** (a) What is business etiquettes? Discuss the professional advantage of Business Etiquettes. **07**  
(b) Describe the basic personal contact etiquette and explain its importance. **07**
- OR**
- (b) Define netiquette. Discuss the importance of netiquette. **07**
- Q.3** (a) Discuss the points to be kept in mind while public speaking. **07**  
(b) As a manager what are the presentation skills you need for effective business related presentation? Discuss. **07**
- OR**
- Q.3** (a) Discuss the various types of interviews. **07**  
(b) What is Dining Etiquettes? Discuss the basic essentials of dining table etiquettes. **07**
- Q.4** (a) Discuss the various Effective Meeting Strategies. **07**  
(b) Write a detailed note on Office Party Etiquette. **07**
- OR**
- Q.4** (a) Discuss the various interview tips at the time of interview. **07**  
(b) What is meeting etiquettes? Discuss the basic ground rules for conducting meeting. **07**
- Q.5** (a) Discuss the various work place etiquettes with its importance. **07**  
(b) Discuss the formal and casual dressing for men and women. **07**
- OR**
- Q.5** (a) Write a note on: (1) Voicemail Etiquettes. **07**  
(2) Business Meal Etiquette  
(b) What is Professionalism? Explain the Need and Importance of Professionalism. **07**

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