

GUJARAT TECHNOLOGICAL UNIVERSITY**MBA Integrated - SEMESTER– VI EXAMINATION – WINTER 2022****Subject Code: 2567105****Date: 22/12/2022****Subject Name: Business Etiquettes****Time: 02:30 pm to 05:30 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)** Explain need and importance of Professionalism. 7
- Q. 1(B)** Types of various Business Etiquettes which everyone should know. Explain in detail. 7
- Q. 2(A)** Explain workplace etiquettes in detail. 7
Your boss, Ms. Alpha, enters the room when you're meeting with an important client, Mr.Sen. You rise and say "Ms. Alpha, I'd like you to meet Mr.Sen, our client from Delhi" Is this introduction correct?
- Q. 2(B)** Discuss Telephonic etiquettes in detail with suitable example. 7
- OR**
- Q. 2(B)** Explain Dining etiquettes in detail. You're hosting a dinner at a restaurant. You've pre-ordered for everyone and indicated where they should sit. Are you correct? 7
- Q. 3(A)** What is Personal Appearance? Discuss about formal dressing, accessories, footwear and general appearance for men and women. 7
- Q. 3(B)** Significance of Netiquette explain in detail. 7
- OR**
- Q. 3(A)** What is meeting? Explain types of meetings along with meeting agenda and minutes of meeting in detail. 7
- Q. 3(B)** Write Email etiquettes with one suitable email draft. 7
- Q. 4(A)** Define Interview. Discuss types of interview in detail. 7
- Q. 4(B)** What are the Common reasons for applicant rejection during interview? 7
- OR**
- Q. 4(A)** Explain Cultural Differences and their Effects on Business Etiquette. 7
- Q. 4(B)** While preparing for Public speaking what point we should keep in mind? 7
- Q. 5(A)** How to make effective presentations. Explain each point in detail. 7
- Q. 5(B)** What is Business Card? At a social function, you meet the CEO of an important corporation. After a brief chat, you give him your business card. Is this correct? Justify your answer. 7
- OR**
- Q. 5(A)** Discuss International Dining Etiquettes. Brief Dining essentials in other countries. 7
- Q. 5(B)** Explain Impact of Non verbal communication during public speaking. 7
