

Enrollment No./Seat No.:

GUJARAT TECHNOLOGICAL UNIVERSITY

MBA INTEGRATED - SEMESTER - VI EXAMINATION - WINTER 2025

Subject Code: 2567105

Date: 20-11-2025

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.
4. USE of SIMPLE calculators AND non-programmable scientific calculators are permitted.

- Q.1 (a) What are business etiquettes? Discuss the professional advantage of Business Etiquettes. 07
(b) Explain workplace etiquettes in detail. 07
- Q.2 (a) What is Netiquette? Explain Significance of Netiquette. 07
(b) Write Short note on 1) Voicemail Etiquette 2) Telephonic Courtesies. 07
- OR**
- (b) Write Short note on 1) Office Party Etiquette 2) Do's and Don'ts of Dining Etiquettes. 07
- Q.3 (a) What are Effective Meeting Strategies? 07
(b) Explain Basic essentials of dining table etiquettes. 07
- OR**
- Q.3 (a) Explain Telephonic etiquettes in detail with suitable example. 07
(b) Describe the ground rules for conducting a meeting. 07
- Q.4 (a) What are key points for effective Public Speaking? 07
(b) Write short note on Interview tips. 07
- OR**
- Q.4 (a) Write short note on Business Card Etiquette. 07
(b) Discuss in detail e-mail as a preferred mode of Electronic Communication Techniques. 07
- Q.5 (a) Discuss significance of pause and the sound of the speaker at public speaking. 07
(b) What are Common mistakes during presentations? 07
- OR**
- Q.5 (a) What are Cultural Differences and their Effects on Business Etiquette? 07
(b) Explain Impact of Nonverbal communication during public speaking 07
