

B.B.A. Semester - 4 (NEP-2020) Examination**March/April-2025****ENG: Managerial Communication (Ability Enhancement Course)****Time: 1:00 Hours****Marks: 25****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate marks.

Q.1 Analyze the key components of a well-written termination letter. (10)

OR

Q.1 Describe the objective and importance of a Resume.

Q.2 Discuss in detail the chief characteristics of effective presentation. (10)

OR

Q.2 Throw light on the importance and purpose of group discussion.

Q.3 Write a short note. (Any One) (05)

1) Notice

2) Farewell speech.
