

march '09

AMYGDALA

TIME : 2 hrs.

MARK : 60

**Instruction :**

1) All questions are compulsory

2) Figures to the right indicate full marks.

- Q.1 a) Explain the use of Body Language while making a presentation? 05  
b) Write the summary of the passage to one third of its original length. 10

The great advantage of early rising is the good start it gives us in our day's work. The early riser has done a large amount of hard work before other men have got out of bed. In the early morning the mind is fresh, and there are few sounds or other distractions, so that work done at that time is generally well done. In many cases the early riser also finds time to take some exercise in the fresh morning air, and this exercise supplies him with a fund of energy that will last until the evening. By beginning so early, he knows that he has plenty of time to do thoroughly all the work he can be expected to do, and is not tempted to hurry over any part of it. All his work being finished in good time, he has a long interval of rest in the evening before the timely hour when he goes to bed. He gets to sleep several hours before midnight, at the time when sleep is most refreshing and after a sound night's rest, rises early next morning in good health and spirits for the labours of new day.

It is very plain that such a life as this is far more conducive to health than that of the man who shortens his waking hours by rising late, and so can afford in the course of the day little leisure for necessary rest. Any one who lies in bed late, must, if he wishes to do a full day's work, go on working to a correspondingly late hour.

OR

- Q.1 a) What is the importance of Audience for an effective presentation? 05  
b) Write a summary of the following passage - to one third of the original length. 10

We must insist that free oratory is only the beginning of free speech; it is not the end, but a means to an end. The end is to find the truth. The practical justification of civil liberty is not that the examination of opinion is one of the necessities of man. For experience tells us that it is only when freedom of opinion becomes the compulsion to debate that the seed which our forefathers planted has produced its fruit. When that is understood, freedom will be cherished not because it is a vent for our opinions but because it is the surest method of correcting them.

'The unexamined life', said Socrates, 'is unfit to be lived by man'. This is the virtue of liberty, and the ground on which we may best justify our belief in it, that it tolerates error in order to serve the truth. When more men are brought face to face with their opponents, forced to listen and learn and mend their ideas, they cease to be children and savages and begin to live like civilized men. Then only is freedom a reality, when men may voice their opinions because they must examine their opinions.

The only reason for dwelling on all this is that if we are to preserve democracy we must understand its principles. And the principle which distinguishes it from all other forms of government is that in a democracy the opposition not only is tolerated as constitutional but must be maintained because it is in fact indispensable.

The democratic system cannot be operated without effective opposition. For, in making the great experiment of governing people by consent rather than by coercion, it is not sufficient that the party in power should have a majority. It is just as necessary that the party in power should never outrage the minority. That means that it must listen to the

OR

- Q.2 a) Wanted Fresh Graduates for the post of sales executives - for a reputed firm. Apply with application and bio-data to ABC Pvt. Ltd. Parel, Mumbai - 400 002. 07  
b) How should an applicant prepare himself and ensure his or her success at a selection and personal interview? 08
- Q.3 a) Define report Writing. What are the essentials of a good report? 05  
b) What are the various types of reports 05  
c) Write the structure or Contents of a report. 05

OR

- Q.3 Draft a letter format report on the improvement on the schemes and discounts provided for the customers by the Pantaloons/Westside/Shopper Stop etc Sales Department, Thane. Kindly address your report to The Manager Sales, Public Relation Department of the Company in Thane.
- Q.4 Write Short Notes on **Any Three** of the Following :
- 1) Appraisal and Grievance Interviews.
  - 2) Memos and Termination Letter.
  - 3) Enquiries and Replies in business correspondence.
  - 4) Testimonials and References.
  - 5) Barriers in Communication.
  - 6) Listening and Hearing.

