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LA—110—2023

FACULTY OF COMMERCE

B.Com. (First Semester) EXAMINATION

NOVEMBER/DECEMBER, 2023

FOREIGN TRADE PRACTICES AND PROCEDURES

Paper-FT-II

(Soft Skill)

(Wednesday, 13-12-2023)

Time : 10.00 a.m. to 1.00 p.m.

Time—3 Hours

Maximum Marks—75

N.B. :- (1) First question is compulsory.

(2) Attempt *All* questions.

1. Write down the ways of effective presentation. 20

2. Write meaning and objectives of interview. 15

Or

How to face a Job Interview ?

3. Explain in detail classification of communication. 15

Or

Write down the negotiation skills.

4. Write down the barriers of communication. 15

P.T.O.

WT

(2)

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Or

Explain the principles of business writing.

5. Write short notes on (any two) :

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- (a) Reports
- (b) Memos
- (c) Work Ethics
- (d) Listening skills.

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