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BASSPEN 201

**Second Semester Open Elective (NEP 2020) Degree
Examination, September 2022
(2021 – 22 Batch Onwards)
SECRETARIAL PRACTICE
Employability Skill Development**

Time : 2 Hours

Max. Marks : 60

Instructions : Answer **all** questions strictly following the internal choice **wherever** provided.

UNIT – I

1. Answer **any two** of the following : **(2×5=10)**
 - a) What is Leadership ? Explain any 5 traits required for effective leadership.
 - b) Explain the elements of transformational leadership.
 - c) What are the advantages and disadvantages of participative leadership ?
2. Answer **any one** of the following : **(1×10=10)**
 - a) Explain the characteristics of transformational leadership.
 - b) Describe authoritarian and delegative leadership.

UNIT – II

3. Answer **any two** of the following : **(2×5=10)**
 - a) Describe the meaning of 'Self-awareness'. What are its benefits ?
 - b) Explain the importance of SWOT analysis as a good tool for assessing an employee.
 - c) Enumerate the different methods of Self-evaluation briefly.
4. Answer **any one** of the following : **(1×10=10)**
 - a) Explain the dark and sunny sides of Self-criticism. How to tackle the inner Self-critic ?
 - b) How to develop self-discipline ? Explain its importance.

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UNIT – III

5. Answer **any two** of the following : **(2×5=10)**

- a) What is the purpose of drafting an Appointment Letter ? State the points to be covered in it.
- b) What is meant by Duty Joining Report ? Who writes a Joining Letter to whom ?
- c) Mention the steps to be included in Leave Requisition Letter.

6. Answer **any one** of the following : **(1×10=10)**

- a) Draft a Resume highlighting your qualifications and skills for the post of an Assistant Professor for a College.
 - b) As a Secretary of Young Men Sports Association, draft an imaginary Thank You letter.
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