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Register Number:

DATE:

**ST. JOSEPH’S COLLEGE (AUTONOMOUS), BANGALORE-27**

**BBA/BBASF – IV SEMESTER**

**SEMESTER EXAMINATION: APRIL 2022**

**EXAMINATION CONDUCTED IN JULY - AUGUST 2022**

**BBA4319/BBASF4319 – Business and Corporate Etiquettes**

Time- 1 1/2 hr Max Marks-35

**This paper contains \_\_\_\_\_printed pages and four parts**

**SECTION A**

**I.** Answer ***any five*** of the following (**5x1 = 5 Marks)**

1. Give the meaning for Business Etiquette.

2. What is Social Media Etiquettes?

3. What is meant by Corporate Culture?

4. Mention any two types of Interview.

5. What are Cross cultural Values?

6. Expand SMS.

7. Give the meaning for Elevator Pitch.

**SECTION B**

**II.** Answer ***any two*** of the following (**1x5 = 5 Marks)**

8. Outline the essentials of Business Etiquettes.

9. Explain the importance of Professional Behaviour.

**SECTION C**

**III.** Answer ***any one*** of the following (**1x10= 10 Marks)**

10. Summarise the essentials of a good Presentation

11. What is Communication? Explain in detail the concept of Verbal Communication.

**SECTION D**

**IV. Answer the following (1x15=15 Marks)**

12. Discuss in detail the Dining Etiquettes to be followed at Workplace.