

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT

TEST -2 EXAMINATION- 2025

BBA-I Semester

COURSE CODE (CREDITS): 23BB1HS111 (3)

MAX. MARKS: 25

COURSE NAME: Business Communication

COURSE INSTRUCTORS: Dr Deler Singh

MAX. TIME: 1 Hour 30 Min

Note: (a) All questions are compulsory.

	Question	CO	Marks
Q1	Draft a Resume and a Cover Letter for the following position: Position: Management Trainee – Business Operations Company: GlobalLink Pvt. Ltd. Location: Gurugram, Haryana About the Role: GlobalLink invites dynamic and analytical BBA graduates to join our fast-paced business operations team. As a Management Trainee, you will be exposed to multiple departments, including marketing, finance, and supply chain, to develop a strong foundation in corporate management. Key Responsibilities: - Assist in planning and coordinating daily operations. - Analyze business data and prepare performance reports. - Support project execution across departments. Eligibility: - BBA graduates (2024 or 2025 batch) with strong communication and problem-solving skills. - Proficiency in MS Excel and PowerPoint preferred. Why Join Us: Structured 12-month training with mentorship and growth opportunities. Apply by: 25th October 2025 at careers@globalink.in	CO 4	10
Q2	Analyse, in what ways can understanding the “Blind Area” and “Hidden Area” of the Johari Window lead to better feedback exchange and conflict resolution in a professional setting? Support your answer with a suitable diagram.	CO 5	05
Q3	How does an employee’s sense of punctuality and time management reflect their professionalism and respect for others in the workplace? Discuss in view of Chronemics.	CO 1	05
Q4	How can awareness of Proxemics and Artifacts help prevent misunderstandings and promote a respectful, inclusive work environment? Give suitable examples to support your answer.	CO1	05