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G. VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS), KOVILPATTI – 628 502.**UG DEGREE END SEMESTER EXAMINATIONS - APRIL 2025.**

(For those admitted in June 2023 and later)

PROGRAMME AND BRANCH: B.B.A.

SEM	CATEGORY	COMPONENT	COURSE CODE	COURSE TITLE
II	PART - IV	SEC - 3	U23BB2S3	BUSINESS ETIQUETTE AND CORPORATE GROOMING

Date & Session: 06.05.2025/FN**Time : 2 hours****Maximum: 50 Marks**

Bloom's K-level	Q. No.	<p>SECTION – A (5 X 10= 50 Marks) Answer <u>ALL</u> Questions choosing either (a) or (b).</p>
K3	1.	<p>How can employees apply the principles of exceptional work behaviour in a professional setting?</p> <p style="text-align: center;">(OR)</p> <p>How can the principles of ABC Etiquette be applied in professional and social settings?</p>
K4	2.	<p>Analyze the impact of essential personal qualities on an employee's career growth and workplace success.</p> <p style="text-align: center;">(OR)</p> <p>Analyze the role of etiquette in ensuring smooth and effective interactions during formal events.</p>
K4	3.	<p>Examine the benefits and challenges of internet usage in a professional environment.</p> <p style="text-align: center;">(OR)</p> <p>Analyze the role of telephone etiquette in maintaining professionalism and effective business communication..</p>
K5	4.	<p>Critique the impact of taboos on modern society and ethical decision-making.</p> <p style="text-align: center;">(OR)</p> <p>Assess the significance of intercultural communication skills.</p>
K3	5.	<p>Describe the appropriate dress code for different professional environments.</p> <p style="text-align: center;">(OR)</p> <p>Outline the key factors that contribute to professional grooming and success in business.</p>

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