



THE AMERICAN COLLEGE, MADURAI
(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (2nd Cycle) by NAAC with Grade “A”, CGPA – 3.46 on a 4-point scale
Backlog Arrear Examination, March 2021

BBA 3245

Managerial Skills

Time: 2 Hours

Max. Marks: 60

Answer Any Four questions

4x15 = 60 Marks

1. Elaborate the Classification of managerial skills,
2. Write down the Factors which are influencing body language.
3. Explain the barriers of listening.
4. Highlight the format of report writing.
5. How to write effective meeting minutes?
6. What are the technical skills needs for managers?
