



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Approved by All India Council of Technical Education and
Affiliated to the University of Madras, ISO 9001:2015 Certified Institute



SPOKEN AND PRESENTATION SKILLS

ADVANCED LEVEL-PSSEB

QUESTION BANK

IIst SEMESTER (FULL TIME)

NEW REGULATION SYLLABUS 2018-19

MASTER OF BUSINESS ADMINISTRATION

UNIVERSITY OF MADRAS

Prepared by

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SPOKEN AND PRESENTATION SKILLS ADVANCED LEVEL-PSSEB

1. What do you mean by soft skill? Explain its relevance.
2. Explain the importance of soft skills in present world.
3. Enumerate various types of soft skills and explain them.
4. What do you understand by :
 - Time management skills
 - Creative and critical thinking
 - Emotional intelligence
5. Elucidate the scope of business communication.
6. Business communication is the nervous system of any organisation. Explain
7. Define communication. Why communication has assumed importance in modern industrial organizations?
8. "Good communication is the foundation of sound management" Comment.
9. "The single most significant characteristic of the human race is the ability to communicate". Discuss.
10. What are the various steps in the communication cycle? What is brain drain? Why does brain drain occur?
11. "The single most significant element of non-verbal communication is the body language." Discuss the statement.
12. "Communication is the sum of all things one person does when he wants to create understanding in the mind of another through gestures." Discuss and elaborate the statement.
13. Write a note on the need and importance of body language in business communication.



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14. What are the factors a presenter should keep in mind while going for non-verbal communication with three different groups of audiences?

15. Your manager has asked you to determine whether or not the office staff would welcome the introduction of canteen facilities. Most of the staff have indicated that they would, but only if the facilities were of a high standard. Some of the staff would prefer luncheon vouchers. Make your recommendation in a report to your manager.

16. "The speaking and public presentation skills are primary requirements for a successful manager." Discuss the statement.

17. What are the precautions a presenter should keep in mind while going for non-verbal communication with three different groups of audiences?

18. "Communication is sharing of understanding", Discuss this and bring out the process of communication.

19. "Management is a two-way traffic; it is based upon the effective machinery of communication." Discuss this statement.

20. "The single most significant characteristic of the business inquiry is the ability to present the complaint in effective format." Discuss.

21. "Communication is the sum of all things one person does when he wants to create understanding in the mind of another. It is a bridge of meaning. It involves a systematic and continuous process of telling, listening and understanding." 24. Discuss the statement in the light of business corporate inquiry and instructions.

22. Write a note on the need and importance of business inquiry. What are the ideal features of such inquiry? How is it different from business instruction?

23. "The speaking and public presentation skills are primary requirements for a successful manager." Discuss the statement.



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24. "Communication is the sum of all things one person does when he wants to create understanding in the mind of another through public presentation." Discuss and elaborate the statement.
25. Write a note on the need and importance of public speaking in business communication.
26. What are the precautions a presenter should keep in mind while going for non-verbal communication with three different groups of audiences?
27. What is the skill set required in professional Presentation?
28. What are the factors required for developing social communication skills?
29. Discuss the various tools used for presentation skills'
30. What are the type of softskills required for presentation?
31. Elucidate the importance of business presentation.
32. Business presentation can be used to inform or persuade. Explain with examples.
33. Design a presentation COMMUNICATION PROCESS. Explain what aids will you use and why?
34. Audience is important for any presentation. Do you agree? Justify.
35. While making a presentation about your organisation to investors, what points will you consider and why?
36. A manager should be a good presenter. Do you agree? Why?
37. As a manager of a factory, do you think informal communication can help you manage workers better? why?
38. Explain the formal network of communication flow in an organisation with suitable examples.
39. Acquiring various types of soft skills will certainly help you to emerge Successful in the competitive job market of today. Do you agree? Why
40. Describe general and special knowledge required for presentation.