

ASSESSMENT # 3**Total Marks: 30****Answer the following questions:****Q: 1:** Short Questions (15)

- I. What is coaching? Describe the coaching formula.
- II. Describe these Motivation Techniques: the Carrot, the Whip and the Plant.
- III. Explain the importance of business etiquette.
- IV. What is the difference between good manners and etiquette?
- V. How is networking an effective way of building a good image and reputation?

Q: 2: Outline various networking tips and tricks. (7)**Q: 3:** Describe the characteristics of effective feedback. (8)