

### 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)