

PRE-SEEN ASSIGNMENT – ORAL EXAMINATION BUSINESS MANAGEMENT & LEADERSHIP [BML-802, MODULE-4] [BML-2] Presentation Skills

SEMESTER-8

PROFESSIONAL COMPETENCE LEVEL-11 EXAMINATIONS

PRESENTATION EXAMINATION - PAPER - "C (ii)"

Time Allowed: 30 Minutes

Maximum Marks: 25

- (i) Computer Based Multiple Choice Questions (MCQs) Paper "A" & Written Examinations Short Cases/ Scenarios – Paper – "B" for [BML-3] Organizational Management and Written Examination Report Writing – Paper – "C (i)" for [BML-1] Business Report Writing administered separately are integral parts of this Module-4 Examination.
- (ii) Presentation Evaluators will distribute the presentation evaluation top cover sheet to the candidates before the start of the presentation.

(ATTEMPT ANY ONE SITUATION FROM THE FOLLOWING FOR YOUR PRESENTATION)

SITUATION # 1

'Public Sector Company' means a company, whether public or private, which is directly or indirectly controlled, beneficially owned or not less than 51% of the voting securities or voting power of which are held by the Government or any agency of the Government or a statutory body, or in respect of which the Government or any agency of the Government or a statutory body, has otherwise power to elect, nominate or appoint majority of its directors and includes a public sector association not for profit, licenced under Section 42.

In this regard, the Securities and Exchange Commission of Pakistan (SECP) issued S.R.O. No. 275 (I) / 2017 to notify amendments in Public Sector Company (Corporate Governance) Rules, 2013.

Required:

You, being a Management Accountant, are required to give a presentation on Public Sector Company by covering the following:

- Composition of the Board
- Term of office and removal of directors
- Responsibilities, powers and functions of the Board
- Meetings of the Board
- Preparation of financial statements and annual report
- Financial reporting framework
- Directors' report to the shareholders
- Conclusion

SITUATION # 2

Sales tax is a tax levied by the Federal Government under the Sales Tax Act, 1990, on sale and supply of goods and services and on the goods imported into Pakistan.

Required:

You, as a Tax Consultant, are required to give a presentation on Sales Tax in Pakistan by covering the following points:

- Scope and payment of sales tax
- Time and manner of payment of sales tax
- Determination of sales tax liability
- Explanation of debit and credit note with respect to sales tax
- Procedure for refund of input tax
- Registration process
- Filing of sales tax returns
- Conclusion

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INSTRUCTIONS:

- (a) The students are advised to express their original thoughts/ insight using tools of creativity and imagination.
- (b) The examinees are required to make an oral presentation of 30 minutes before audience including examiners and some students. The awarded marks will depend on the oral presentation combined with the use of visual aids like charts, graphs, transparencies, etc. The time spent by each examinee in positioning charts and visual aids will be excluded from the allowed time i.e., 30 minutes for each presentation.
- (c) The presentation is only acceptable if made on multimedia / projectors.
- (d) The examinees shall arrange their own devices / USBs etc., for presentation.
- (e) The examinees must ensure the version of operating system or software installed at their centres one week before the presentation examinations.
- (f) The examinees should be well prepared for their presentation and shall make their presentation professionally rather than mere reading their slides/ transparencies.

Total marks of the test is 25 that would be allocated as follows:

Y = YES = 1 Mark N = No = 0 S = Sometimes = ½ Ma		rks	
1.	Was he/she dressed well for the presentation?		Y / N
2.	Did he/she capture audience attention with the complim	nentary paras in the beginning?	Y / N
3.	Was the topic clearly focused upon?		Y / N
4.	Did he/she present brief structure (plan) of presentation?		Y / N
5.	Did he/she settle himself/herself soon?		Y / N
6.	Did he/she use transitions when required?		Y/N/S
7.	Did he/she give specific examples/ facts and details in t	he presentation?	Y / N
8.	Did he/she generate interest in the presentation through	n his/her tone?	YY / NN / SS
9.	Were his/her movements natural?		Y / N
10.	Was he/she confident with proper eye contact and othe	r gestures?	Y/N/S
11.	Did he/she have well designed, well thought out visuals	for the presentation?	Y/N/S
12.	Did he/she use visual aids, intelligently?		Y/N/S
13.	Was his/her pitch of sound, fair and audible?		Y / N
14.	Did he/she maintain good pacing (medium, fast or slow)?	Y/N/S
15.	Did he/she use positive phrasing (clarity of language)?		Y / N
16.	Did he/she appear interested in / enthusiastic about the	subject?	Y / N
17.	Was he/she well prepared on the subject?		Y / N
18.	Did he/she conclude the presentation in a complimenta	ry way?	Y / N
19.	Did he/she offer any concrete recommendations / sugg	estions?	Y / N
20.	Did he/she invite questions from the audience?		Y / N
21.	Did he/she handle the questions with ease and comfort	?	Y / N
22.	Did he/she wind up the presentation confidently by givi	ng the summary of deliberations?	Y / N
23.	Did he/she stay back and participate in presentations of	f other students (same group)?	YY / NN

DIRECTOR FX AMINATIONS PCL-11-BML-Mod-4