

BACHELOR OF COMMERCE (CBCS-2016 COURSE)

T.Y. B.Com. Sem-V : WINTER :- 2021

SUBJECT: SOFT SKILLS

Day : Monday
Date 17-01-2022

W-14457-2021

Time : 02:00 PM-3.30 P.M.
Max. Marks: 30

N.B.:

- 1)** All questions are **COMPULSORY**.
 - 2)** Figures to the right indicate **FULL** marks.
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Q.1 What is interview and what are the different styles of interview? **[10]**

OR

What is attitude? What are the steps to develop positive attitude?

Q.2 Attempt **ANY TWO** of the following: **[10]**

- a)** Comment on the term 'group discussion' and explain its importance.
- b)** What are the limitations of verbal communication?
- c)** Explain internal factors as per SWOT Analysis.
- d)** Explain essential steps in decision making.

Q.3 Write short notes on **ANY TWO** of the following: **[10]**

- a)** Over commitment – causes and solutions
- b)** Empathy
- c)** Personal Appearance
- d)** Self-management

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