

BACHELOR OF COMMERCE (CBCS - 2018 COURSE)

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

SUBJECT: SOFT SKILLS

Day : Monday
Date 17-01-2022

W-18187-2021

Time : 02:00 PM- 3:30 PM
Max. Marks: 30

N.B.:

- 1) All questions are **COMPULSORY**.
 - 2) Figures to the right indicate **FULL** marks.
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Q.1 How will you prepare for Job interview? **(10)**

OR

How to develop work culture?

Q.2 Attempt any **TWO** of the following: **(10)**

- a) Explain Do's and Don'ts in time management.
- b) How to conduct group discussion?
- c) Give the importance tips to improve the body language.
- d) How to do career planning and what are its requirements?

Q.3 Attempt any **TWO** of the following: **(10)**

- a) Telephone etiquettes
- b) Postures and Gestures
- c) Advantages of teamwork
- d) Group Discussion

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