

BACHELOR OF COMMERCE (CBCS - 2018 COURSE)
T. Y. B. Com. Sem-V :SUMMER- 2022
SUBJECT : SOFT SKILLS

Day : Wednesday
Date : 6/7/2022

S-18187-2022

Time : 11:00 AM-02:00 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) What are the benefits of 'group discussion'?
- c) Give the important steps to improve the body language.
- d) How to do career planning and what are its requirements?

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

- a) Postures and gestures
- b) Advantages of teamwork
- c) SWOT
- d) Telephone etiquettes

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