

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

Day : Monday
Date : 4/7/2022

S-18291-2022

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 What is teamwork? Explain advantage and disadvantage of teamwork. **(10)**

OR

What is stress management and explain its impact on life?

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

- a) Comment on the qualities of a good leader.
- b) Discuss the importance of personal appearance in an interview?
- c) How can you manage your time effectively?
- d) Comment on the importance of values and manners in routine life.

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

- a) Telephone Etiquettes
- b) SWOT Analysis
- c) Features of values
- d) Advantages of spoken communication

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