

**MASTER OF SCIENCE (COMPUTER SCIENCE) (CBCS-2018 COURSE)**  
**M.Sc. (Computer Science) Sem-II :SUMMER- 2022**  
**SUBJECT : SOFT SKILLS**

Day : Saturday  
Date : 9/7/2022

**S-20053-2022**

Time : 03:00 PM-06:00 PM  
Max. Marks : 30

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**N.B.**

- 1) All questions are **COMPULSORY**.
  - 2) Figures to the right indicate **FULL** marks.
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**Q.1** Prepare your CV for the post of Web Developer. **(10)**

**OR**

Explain time management and seven hints on time planning.

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

- a) State the benefits of SWOT analysis.
- b) What is importance of personal appearance in an interview?
- c) Explain the elements of the communication process.
- d) What are the different types of body language?

**Q.3** Write short notes on any **TWO** of the following: **(10)**

- a) Advantages of written communication
- b) Peer negotiation
- c) Group behavior and classification of groups
- d) Telephone etiquettes

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