

**BACHELOR OF COMMERCE (CBCS-2016 COURSE)**  
**T.Y. B.Com. Sem-V : WINTER- 2022**  
**SUBJECT : SOFT SKILLS**

Day : Friday

Time : 02:00 PM-05:00 PM

Date : 9/12/2022

**W-14457-2022**

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** What are the reasons for poor time management? How would you take correct (10)  
actions to overcome them?

**OR**

What is Stress Management and what is its impact on life?

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

- a) What are the important elements in communication?
- b) State the important tips to improve body language.
- c) Comment on the limitation of teamwork.
- d) Write a note on initiative.

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

- a) Personal Appearance
- b) Types of interview
- c) Problem Solving
- d) Modern etiquettes

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