

BACHELOR OF COMMERCE (CBCS - 2018 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-18187-2022

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 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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