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TILAK MAHARASHTRA VIDYAPEETH, PUNE MASTER OF BUSINESS ADMINISTRATION (M.B.A.) EXAMINATION : JUNE – JULY - 2022 SEMESTER - II

Sub: Soft Skills (MBA207)

Date:	08/07/2022	Total marks: 60	Time: 10.00aam to 12.30pn	n
<u>SECTION – I</u>				
Q. 1.	Fill in the blanks.		(5))
1.	The four D's of Time Management are Delete, Delegate, Defer and			
	a) Demonstrate	b) Deliver		
	c) Do	d) Debate		
2.	A Group Discussion is a methodology used by an organization to whether a certain candidate has certain personality traits or skills that it desires in its employees. a) gauge b) ignore			
	c) infer	d) assume		
3.	It is possible to change one's attitude as it is usually based on their			
5.				
	a) one's body language	b) pre-conceived no	tions	
	c) speech	d) relationships		
4.	gives one the ability to accept oneself and others.			
	a) Self esteem	b) Self-talk		
	c) Positive attitude	d) None of these		
5.	is described as a person's physical or emotional response to the demands			
	or pressures of daily life. a) Health	b) Stress		
	c) Habits	d) Ego		
	,			
Q. 2.	Answer the following. (Any Two)		(20))
1.	How can one tackle the situation efficiently when during a presentation they are asked questions to which they have no answers?		ntation they are asked	
2.	State and explain the Do's and Don'ts of a Group Discussion.			
3.	Why do organizations conduct group discussions before hiring candidates that have arrived for an interview? What are the personality traits that are judged during a group discussion?			

4. State and explain the 4 D's in time management.

Q. 3. Write notes on. (Any Two)

- 1. Importance of time management
- 2. Positive attitude at workplace
- 3. Time Wasters

(10)

SECTION – II

Q. 4. Case Study

A. Describe the various kinds of stress faced especially by college students.B. State the various ways that will help to reduce their stress and help the students become mental healthy and strong.

Q. 5. Answer the following:

a) How can you prepare for a presentation to be given the next day?

OR

b) How can one build a positive attitude? State the steps to build adaptability in one's behavior?

(15)

(10)