## TILAK MAHARASHTRA VIDYAPEETH, PUNE BACHELOR OF COMMERCE (B.COM.)

## **EXAMINATION: - MAY 2022**

## **SEMESTER - I**

## Subject: Soft Skills (Paper I) (BCOMSO – 103)

Date: 3	30/5/2022 Total m	arks: 60	Time: 2.00 pm to 4.30 pm		
	Instructions:1) Attempt all Quest2) Figures to the right				
). 1.	Answer the multiple Choice questions. (any 10) (10				
1	It is scientifically proven that	causes an i	increased flow of		
	Endorphins.				
	a) Relaxation	b) Exercise			
	c) Laughter	d) Aerobics			
2	In style the speaker'	· · · · · · · · · · · · · · · · · · ·	and practically bore		
_	through you.				
	a) Balanced	b) Darting gla	nces		
	c) Fixed glare	d) No-eye-con			
3	individuals are essentially selfish.				
	a) Passive	b) Assertive			
		d) Aggressive			
4	Amongst the commercial Laws, the _	is the c	oldest.		
		b) Sale of Good			
	c) Partnership Act	d) Indian Contr	act Act		
5	means showing others you have understood them by re-stating what				
	they said back to them using their own words.				
	a) Paraphrasing	b) Rapport			
	c) Communication	d) Pacing			
6	Building great relationships requires that you other people.				
	a) Lead	b) Pace			
	c) Compare	d) Control			
7	The term Business Ethics refers to the		ndividual businessman.		
	a) management	b) modesty			
0	c) morality	d) none of these	e		
8	CSR means Corporate Social				
	a) Reason	b) Rule d) Role			
0	c) Responsibility When the tack is not your strength on	,	till the tests should be		
9	When the task is not your strength an	iu someone nas more si	kill the task should be		
	a) Delegated	b) Ignored			
	c) Completed	d) Managed			
10	people think of themselv	<i>, U</i>			
	a) Passive	b) Assertive			
	c) Aggressive	d) Passive- Ag	pressive		
11	Managing is a central				
	a) risk	b) human resou	-		
	c) finance	d) assets			
	-,	<i>aj abbcb</i>			

12	The first stage in managing your time wasters effectively is to identify the and inhibitions you find in your work situation.			
	a) obstacle	b) people		
	c) progres	d) none of these		
13	is the main source of revenue for the government.			
	a) Labor	b) Taxation		
	c) Sales	d) Negotiability		
Q. 2.	Write Short Note (any three)			
		-contact Styles	(15)	
	•	vive Behaviour		
	3. CPC	C & CRPC		
	4. Imp	ortance of managing stress		
Q. 3.	Answer t	Answer the following question in 150 words. (any 2)		
-	1. State the importance of managing meetings effectively.			
	2. Des	cribe the Constitution of India and state the main important aspects of constitution of India.		
		e the various barriers to effective communication.		
Q. 4.	Answer the following question in 300 words. (any one)			
<b>C</b>		1. Describe the six stress busters for self and steps to reduce stress for your		
	staf			
		ich are the time wasters and what are the different ways to deal with		
	time	e wasters in Business Environment, lack of planning and poor self - nagement?		
		e and explain the different types of behaviours and their qualities.		
	2. 5000			

-----