

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

EXAMINATION: - MAY2022

SEMESTER - II

Subject: Soft Skills (Paper II) (BCOMSO – 113)

Date:30/5/2022

Total marks: 60

Time: 10.00 am to 12.30 pm

Instructions: 1) Attempt all Questions
2) Figures to the right indicate full marks

Q. 1. Answer the multiple Choice questions. (any 10) (10)

- 1) GST came into effect in India on 1st _____ 2017.
 - a) January
 - b) April
 - c) July
 - d) February
- 2) We tend to hold tension by tightening our _____.
 - a) Fists
 - b) Ears
 - c) Eyes
 - d) Muscles
- 3) Vilfredo Pareto was an _____ philosopher who noted that 80% of the land in Italy was owned by 20% of the population.
 - a) Italian
 - b) Indian
 - c) Australian
 - d) American
- 4) CPC deals with the procedure laid down for the _____ matters.
 - a) Family
 - b) Civil
 - c) Criminal
 - d) Personal
- 5) CBDT means _____ Board of Direct Taxes.
 - a) Circular
 - b) Curriculum
 - c) Collector's
 - d) Central
- 6) CSR means Corporate Social _____.
 - a) Reason
 - b) Rule
 - c) Responsibility
 - d) Role
- 7) Working out the combination of _____ and importance will ensure important tasks are allocated sufficient time and reactive tasks can then be slotted into the plan.
 - a) leisure
 - b) stability
 - c) courage
 - d) urgency
- 8) _____ meetings allow several people to combine knowledge and skills at once.
 - a) Decision making
 - b) Problem solving
 - c) Information exchange
 - d) Information giving
- 9) Partnerships are based on the basic premise of an agreement between partners called as _____.
 - a) transactions
 - b) void agreements
 - c) partnership deed
 - d) Indemnity
- 10) _____ people think of themselves as superior beings.
 - a) Passive
 - b) Assertive
 - c) Aggressive
 - d) Passive- Aggressive
- 11) A singular key to effective meetings is preparing an _____ and circulating it in advance.
 - a) plan
 - b) minutes
 - c) agenda
 - d) none of these

12) _____ are generally created and accepted by a body for its members.
a) Law
b) Byelaws
c) Rule
d) Principle

13) The Constitution of India has 395 articles and _____ schedules
a) 10
b) 12
c) 17
d) 20

Q. 2. Write Short Note (any three) (15)
1. Importance of prioritizing tasks.
2. Styles of Eye-contact
3. Passive Aggressive behaviour
4. Personal Laws in India
5. Time wasters

Q. 3. Answer the following question in 150 words. (any 2) (20)
1. State the steps to reduce stress for your staff.
2. State the qualities of people with Passive – Aggressive behaviour.
3. Describe the six stress busters.
4. State the difference between Assertive and Aggressive behaviour

Q. 4. Answer the following question in 300 words. (any one) (15)
1. State and explain various commercial laws in India.
2. Elaborate in detail the various barriers to effective communication
3. State and explain the CSR activities undertaken by any three corporates.
