

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**BACHELOR OF ARTS JOURNALISM AND**  
**MASS COMMUNICATION (BAJMC)**  
**EXAMINATION: JANUARY- 2022**  
**FIRST SEMESTER**  
**Sub: Soft Skills (BAJMC 18- 1009)**

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**Date : 28/01/2022**

**Total Marks : 40**

**Time: 10.00 am to 12.00 noon**

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***Instruction:***

*All questions are compulsory.*

**Q. 1 Descriptive Answer (Any Two) (20)**

1. SMART goal in goal setting, explain.
2. DO's and Don'ts of GD.
3. Effective ways of public speaking.

**Q. 2 Write short notes. (Any Two) (10)**

1. Telephone etiquette
2. Essentials of good listening
3. Define assertiveness.

**Q. 3 Open Ended Question (Any One) (10)**

1. Elocution speeches need to be prepared extensively, comment.
  2. Explain the qualities of a good speaker.
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