

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF COMPUTER APPLICATIONS
EXAMINATION : JANUARY- 2023
SEMESTER - I
Sub : Soft Skill Development (MCA- 104-22)

Date : 09/01/2023

Total Marks : 30

Time: 10.00 am to 11.30 pm

Instruction:

- 1. All questions are compulsory unless and otherwise stated.*
 - 2. Bold figures to the right of every question are the maximum marks for that question.*
 - 3. Candidates are advised to attempt questions in order.*
 - 4. Answers written illegibly are likely to be marked zero.*
 - 5. Use of scientific calculators, Log tables, Mollier Charts is allowed.*
 - 6. Draw neat and labelled diagram wherever necessary.*
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Q. 1. Answer the following in short. (Any 4)

(20)

1. Write in details about Resume, CV, Bio Data
2. Write a short note on Business Etiquettes?
3. What is Grooming?
4. What is communication Mannerism?
5. Write in detail about workplace etiquettes.
6. What is diplomacy explain?

Q. 2. Answer the following in detail. (Any 1)

(10)

1. What is an interview? Write in details different types of interview
 2. Explain different types of communication?
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