

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

EXAMINATION: MAY- 2024

SEMESTER - II

Sub.: Soft Skills (MBA207)

Date : 29/05/2024

Total Marks : 60

Time:2.00pm to 4.30pm

- Instructions:** 1) All questions are compulsory.
2) Figures to the right indicate full marks.
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- Q. 1. Write Short notes on (Any Three) (15)**
1. Four steps process to have flexibility at workplace
 2. Difficulties faced at workplace due to attitude
 3. Benefits of having a flexible workplace
 4. Overcoming the fear of public speaking
 5. Time Stressors and Time Waters
- Q. 2. Answer in detail (Any One) (10)**
1. Describe the importance of Soft Skills for success.
 2. What are social etiquettes? Describe them in detail.
- Q. 3. Answer in detail (Any One) (10)**
1. State the advantages of having positive attitude at workplace.
 2. What are corporate etiquettes? Describe them in detail.
- Q. 4. Answer in detail (Any One) (10)**
1. Elaborate the 4 Ds of Time Management.
 2. Describe the Time Management Matrix with the diagram
- Q. 5. Case study (15)**
- Ritu has newly been appointed in a company. Her team leader has given the responsibility of giving a presentation in front of the clients.
- Question**
- 1) Suggest how Ritu can make an effective presentation.
 - 2) Discuss the structure of an effective presentation.
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