

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF COMPUTER APPLICATIONS
EXAMINATION : MAY/JUNE - 2024
SEMESTER - I

Sub : Soft Skill Development (MCA- 104-22)

Date : 03/06/2024

Total Marks : 30

Time: 10.00 am To 11.30 am

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.*

Q. 1. Answer the following in short. (Any 4) (20)

- 1 Define Business etiquettes
- 2 Explain Workplace etiquettes
- 3 What is Hygiene ?
- 4 Define the term "Public Speaking".
- 5 What is "Teamwork".
- 6 What do you mean by Social Etiquettes?

Q. 2. Answer the following in detail. (Any 1) (10)

1. Explain in detail Verbal and non verbal communication
2. Explain interview etiquettes and interview dress code
