

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF SCIENCE (M.SC) IN COMPUTER APPLICATIONS
EXAMINATION : MAY - 2024
SEMESTER - IV
Sub : Soft Skill (MSC- 404-22)

Date : 23/05/2024

Total Marks : 50

Time: 2.00 pm To 4.00 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.*

Q. 1. Define / Describe following Terms (Any 5) (10)

1. Public Speaking
2. Social Etiquettes
3. Table Manners
4. Teamwork
5. Interpersonal Skills
6. Body Language
7. Hygiene

Q. 2. Answer the following in short. (Any 4) (20)

- 1 Write a note on body language.
- 2 Explain barriers of communication.
- 3 Explain listening Skills.
- 4 Explain interpersonal Skills
- 5 What are the professional Ethics.
- 6 What is grooming?

Q. 2. Answer the following in detail. (Any 2) (20)

1. What are different types of stresses and causes of stresses
2. What are different types of interviews?
3. Write in detail on non verbal communication
