

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF SCIENCE (M.SC) IN COMPUTER APPLICATIONS
EXAMINATION : DECEMBER - 2024/JANUARY-2025

SEMESTER - IV

Sub : Soft Skill (MSC- 404-22)

Date : 01/01/2025

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. Define Teamwork
2. Describe Grooming
3. Describe Hygiene
4. Define Non verbal communication
5. Define Multi tasking
6. Define Professional ethics
7. Describe Dress code

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

- 1 What is Listening Skills explain.
- 2 What is Leadership explain.
- 3 What is Dining Etiquettes explain.
- 4 What is Telephone Etiquettes explain.
- 5 What is Public Speaking explain.
- 6 What is Social etiquettes explain.

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

1. What are different Types of interviews explain in detail.
2. What are different Types Of Non-Verbal Communication explain in detail.
3. What are different Barriers of communication explain in detail.
