

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMMERCE (B.COM)
EXAMINATION: MAY - 2025
FIFTH SEMESTER
Subject: Soft Skills (BCOM19-301)

Date: 23/05/2025

Total marks: 100

Time: 10:00 a.m. to 1:00 p.m.

Instructions: 1) Attempt all Questions
2) Figures to the right indicate full marks

Q. 1. (A) Answer the multiple-choice questions (Any 10) (10)

1. The majority of work accomplished at meetings is done through _____.
a) debates
b) vote
c) group discussion
d) interview
2. A _____ tends to bring an entirely unrelated topic.
a) leader
b) facilitator
c) wanderer
d) orator
3. Building great relationships requires that you _____ other people.
a) lead
b) pace
c) compare
d) control
4. The first stage in managing your time wasters effectively is to identify the _____ and inhibitions you find in your work situation.
a) obstacles
b) people
c) progress
d) none of these
5. _____ means showing others you have understood them by re-stating what they said back to them using their own words.
a) Paraphrasing
b) Rapport
c) Communication
d) Pacing
6. If you want to come across as a person to be taken seriously, keep your gaze in the _____ area between the eyes and center of the forehead.
a) circular
b) triangular
c) rectangular
d) square
7. There are 3 main Negotiable Instrument i.e., Promissory Note, _____ and Bills of Exchange
a) Inland instrument
b) Foreign instrument
c) Cheque
d) Credit Card
8. In very old times _____ system for acquiring education prevailed.
a) educational institutions
b) Gurukul system
c) charitable trust
d) none of these
9. CBDT means _____ Board of Direct Taxes.
a) Circular
b) Curriculum
c) Collector's
d) Central
10. The mission of people with aggressive behavior is to control _____.
a) themselves
b) others
c) a & b
d) none of these

