

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF COMMERCE (M.COM)

EXAMINATION: MAY - 2025

SECOND SEMESTER

Sub: Business Skills for Excellence (MCC-202)

Date: 8/05/2025

Total marks: 60

Time: 10.00am to 12.30pm

Instruction: 1) All questions are compulsory.
2) Figures to the right indicate full marks.

Q. 1 Answer the following questions. (Attempt any two) (32)

1. Describe elements for successful written and interpersonal communication.
2. State the different types of attitudes pertaining to Business Skills.
3. What are the causes of stress at workplace?
4. Suggest techniques for developing patience.

Q.2 Answer the following questions. (Attempt any two) (16)

1. Describe briefly the need for motivation and explain various types of motivation.
2. What are the important aspects and benefits of work teams and groups?
3. How can one ensure well-being at workplace?
4. Elaborate the important elements of perception and the key aspects to improve perceptual skills.

Q.3 Write short notes. (Attempt any three) (12)

1. Limitations of conflict resolution
 2. Steps in decision-making
 3. Followership
 4. Vision
 5. Negotiation
 6. Benefits of Power
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