

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)/
BACHELOR OF SCIENCE (CYBER SECURITY)
EXAMINATION: DECEMBER - 2025/JANUARY- 2026
SEMESTER - IV

Sub: Soft Skills (BCA23-406, BSCC24-406)

Date : 06/01/2026

Total Marks : 30

Time: 2.00 pm to 3.30 pm

Instructions:

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.

Q.1. Fill in the blanks (5)

1. Positive attitude leads to __ body language.
a) confident b) non confident c) aggressive d) shy
2. An open palm shows _____ aspect of personality.
a) confident b) honest c) non aggressive d) shy
3. _____ eye- contact signifies inattention and lack of interest.
a) Steady b) closed c) improper d) side
4. The word 'personality' has its roots in Latin word *which means* _____.
a) aqua b) aud c) bene d) persona
5. _____ is the person who intends to send a message to others.
a) Sender b) receiver c) communicator d) listener

Q.2. True or False (5)

1. Know the audience is a important part of presentation.
2. Gestures are culture specific.
3. The objective of a selection in GD is mainly to check your team playing skills.
4. Panel interview is one of the types of interview.
5. Communication can't conveys ideas, emotions.

Q.3. Answer the following (Any 5) (10)

1. What is Group Discussion?
2. What is body language?
3. What is Bio data?
4. What is Leadership?
5. What is positive and negative attitude?
6. What is an interview?

Q. 4. Answer the following (Any 2) (10)

1. What are different types of interviews based on participant?
2. Write in detail about group discussion.
3. What are the Do's and Don't of Public speaking?