

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**

**BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)(044)/  
BACHELOR OF SCIENCE(COMPUTER APPLICATIONS-750)**

**SPECIALIZATION IN CYBER SECURITY-464) /**

**BACHELOR OF SCIENCE (CYBER SECURITY -760)**

**EXAMINATION: MAY/JUNE- 2026**

## SEMESTER - IV

**Sub: Soft Skills (BCA23-406/BSC24-406/BCAC23-406/ BSCC24-406)**

**Date : 02/06/2026**

**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)

- \_\_\_\_\_ presentations use logic, emotion, and credibility to influence audiences to take action or adopt a viewpoint.
  - Informative
  - Persuasive
  - Instructional
  - Demonstrative
- \_\_\_\_\_ is the physical distance kept between people.
  - Intimate
  - Personal
  - Proxemics
  - Social
- Public Speaking is skills allow public speakers to \_\_\_\_\_ with an audience
  - address
  - connect
  - communicate
  - link
- Interview is a \_\_\_\_\_ Word.
  - French
  - Chinese
  - Indian
  - Thai
- Verbal communication uses \_\_\_\_\_ words to convey meaning.
  - loud
  - unknown
  - Spoken
  - intentional

**Q.2. True or False**

(5)

1. Engineering is an example of Hard skill.
2. In formal letter senders address is written in top most corner.
3. There are two types of Body Postures.
4. Public Speaking Boosts confidence.
5. The word personality has been derived from the Latin word *persona*, meaning mask.

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

**(10)**

1. Define soft skill?
2. What is Informative Presentation?
3. Why is Body Language Important in Communication?
4. What is Public Speaking?
5. What is Group Discussion?
6. What is Personality?

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

**(10)**

1. Write in Detail about hard Skills with example.
2. Write in Details Do's and Don't of effective presentation.
3. What are different types of Behaviors?