

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

EXAMINATION: MAY - 2026

SECOND SEMESTER

Sub: Business Skills for Excellence (MCC-202)

Date: 8/05/2026

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 the steps in Decision-Making.
2. State the different types of attitudes pertaining to Business Skills.
3. Describe elements for successful written and interpersonal communication.
4. Explain the essential elements of patience and state how to develop patience.

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

1. Elaborate the Learning and Performance Management.
2. Describe briefly the need for motivation and explain various types of motivation.
3. State the important aspects of work teams and groups.
4. Describe ways to develop Creative Insight.

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

1. Political Behavior
 2. Stress at Workplace
 3. Focus
 4. Vision
 5. Limitations of Conflict Resolution
 6. Important elements of Communication process
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