

**BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY), Pune
School of Distance Education
M.A. Semester- III (CBCS-2018 Course)**

Assignment No.	1	Name of the Teacher		Dr. R. S. Zirange	
Course	2018 Course	Class	M.A. English	Semester	III

Subject: PGAEC 31: Soft Skills		
Q.1	Attempt any One of the following:	(10)
A)	Define soft skills and differentiate between life skills and corporate skills.	
B)	Why is time management an important soft skill in the present scenario?	
Q.2	Attempt any Two of the following:	(10)
A)	Differentiate between Résumé, Curriculum Vitae and Bio-data.	
B)	What are the confidence building measures? How those are useful?	
Q.3	Write short-note on any Two of the following:	(10)
A)	Acceptance and/or tolerance of group diversity	
B)	Negotiation Techniques	
C)	Types of Interview	
D)	Stress Management	