

**Bharati Vidyapeeth  
(Deemed to be University), Pune**

**School of Distance Education**

<b>Assignment No.</b>	<b>1</b>	<b>Name of the Assignment Setter:</b>	<b>Prof. K.M. Shaikh</b>		
<b>Course:</b>	<b>B.A.</b>	<b>Class:</b>	<b>T.Y.B.A. (English)</b>	<b>Semester:</b>	<b>V</b>
<b>Subject: Soft Skills</b>					
<b>Q.1)</b>	Attempt <b>ANY ONE</b> of the Following ( <b>1000 Words</b> )				<b>(10)</b>
a)	<b>Describe the concept of 'Communication' and explain the process of communication in detailed.</b>				
b)	<b>Define soft skills. Explain importance of it.</b>				
<b>Q.2)</b>	Attempt <b>ANY TWO</b> of the Following ( <b>800 Words</b> )				<b>(05)</b>
a)	<b>What are the various barriers for effective communication?</b>				
b)	<b>Discuss the different types of attitudes.</b>				
c)	<b>Write a note on problem solving skills.</b>				
d)	<b>What are the different benefits of teamwork?</b>				
<b>Q.3)</b>	Write Short Notes on ( <b>ANY TWO</b> )				<b>(05)</b>
a)	<b>Body language</b>				
b)	<b>Negative Attitude</b>				
c)	<b>Motivation</b>				
d)	<b>Interview Skills</b>				
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