

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

School of Distance Education

Assignment No.	1	Name of the Assignment Setter:	Prof. K.M. Shaikh		
Course:	B.Com.	Class:	T.Y.B.COM. (English)	Semester:	V
Subject: (UGF33) Soft Skills					
Q.1)	Attempt ANY ONE of the Following (1000 Words)				(10)
a)	Describe the concept of 'Communication' and explain the process of communication in detailed.				
b)	Define soft skills. Explain importance of it.				
Q.2)	Attempt ANY TWO of the Following (800 Words)				(05)
a)	What are the various barriers for effective communication?				
b)	Discuss the different types of attitudes.				
c)	Write a note on problem solving skills.				
d)	What are the different benefits of teamwork?				
Q.3)	Write Short Notes on (ANY TWO)				(05)
a)	Body language				
b)	Negative Attitude				
c)	Motivation				
d)	Interview Skills				

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