

Bharati Vidyapeeth
(Deemed to be University), Pune
School of Distance Education

Assignment No.: 1

Course:	MBA	Class:	MBA I	Semester:	II
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Subject:	Soft Skills - II
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Q.1) Attempt ANY ONE of the Following (1000 Words) (10)

- a) Explain the do's and don'ts in presentation skills.
- b) Describe the importance of interpersonal skills at workplace.

Q.2) Attempt ANY TWO of the Following (800 Words) (12)

- a) Elaborate on E-Mail etiquette.
- b) How will you design an impressive CV?
- c) Describe the do's and don'ts in a group discussion.
- d) Explain Telephone etiquette.

Q.3) Write Short Notes on (ANY TWO) (08)

- a) SMART goals.
- b) FAQs in an interview for freshers.
- c) Common interview blunders.
- d) Self-introspection.

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