

**Progressive Education Society's
Modern College of Arts, Science & Commerce Ganeshkhind, Pune – 16
End Semester Examination: March/ April 2024
Faculty: Humanities and Fine Arts**

Program: **BA01**
Program (Specific): **BA**
Class: **SYBA**
Name of the Course: **A Certificate Course in Skill Development**
Course Code: **23-A 2424**

Semester: **IV**

SET: **B**
Course Type:
Max Marks: **25**
Time: **2 Hrs**
Paper:

Instructions to the candidates:

- 1) *All Sections are compulsory.*
- 2) *Figures to the right indicate full marks.*
- 3) *Draw a well labelled diagram wherever necessary.*

Section A

Q1) Write short notes on any One of the following in 200 words. 10

1. Why is emotional intelligence important in the workplace?
2. How can we use our emotional intelligence while leading a group of team members?

Section B

Q2) Answer the following questions in 200 words. (any 1) 10

1. What are the seven elements of public speaking important?
2. What are the three types of public speaking?

Section C

Q3) Answer the following questions in 100 words each. (any 1) 5

1. Why is digital literacy important for all age groups?
2. What are the four basics of project management?