

PARUL UNIVERSITY
FACULTY OF ARTS
B.A Summer 2022– 23 Examination

Semester: 6

Subject Code: 15193351

Subject Name: Enhancing Employability Skills II

Date: 09-03-2023

Time: 02:00pm to 04:30pm

Total Marks: 60

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Do as directed.**(08)****A. Multiple choice type questions. (Each of 0.5 mark)**

1. Scientist: experiment:: _____ : Play
 1. beaker
 2. rehearsal
 3. actor
 4. Lab
2. Gravity: Pull::
 1. iron: metal
 2. north pole: directions
 3. magnetism: attraction
 4. dust: desert
3. Halve: divide:: _____: tear.
 1. pare
 2. half
 3. rip
 4. Scour
4. _____: play:: sing: anthem.
 1. act
 2. theatre
 3. scene
 4. fields
5. _____: speak:: roam: walk
 1. path
 2. silent
 3. write
 4. babble
6. Lightweight: _____:: sedan: boxer.
 1. beam
 2. boxer
 3. heavyweight
 4. traffic
7. _____: plant:: stable: horse.
 1. cow
 2. unstable
 3. oat
 4. nursery
8. Doze: sleep:: tiptoe: _____
 1. walk
 2. shelf
 3. flat
 4. swim
9. One need to develop their _____ in work.
 1. Self Interest
 2. Self Motivation
 3. Self Disguise
 4. Self Understanding
10. The Communication in which words are used is known as:
 1. Verbal Communication
 2. Non Verbal Communication
 3. Intra personal communication
 4. Inter personal communication
11. A constructive feedback from your interviewer can help you work towards improvement.
 - (a) True
 - (b) False
12. _____ is the act of looking for employment
 - (a) Job seeking
 - (b) Job hunting
 - (c) Job searching
 - (d) All of these
13. In an interview, you should showcase what your employer is least interested in.
 - (a) True
 - (b) False

14. Your-_____ is an excellent and intelligent driver that will cause you to develop your own balanced approach to your needs and desires.

- (a) engagement in work (b) motivation
(c) self-interest (d) None of these

15. Your self-interest has nothing with being selfish but all to do with being a SMART person.

- (a) Yes (b) No

16. Which of these is not an essential element of a presentation?

- (a) confidence (b) sincerity
(c) content (d) lack of confidence

B. Terms/ Short notes/ Case study/ Charts/ Graphs/ Tables, etc. (Each of 01 mark)

(07)

1.Life Problems.

2.Professional Growth

3.Value laden thoughts

4.Imaginative Sympathy

5.Trust Behaviour

6.Team Building

7.Placement Rejection

Q.2 Answer the following.

A. Why are soft skills important? What is required for soft skills?

(04)

B. Discuss in detail on demonstrator's trust behavior and imaginative sympathy.

(04)

C. Explain the meaning Verbal and Non-Verbal Reasoning

(04)

OR

C. Draw and explain the Time Management Matrix.

(04)

Q.3 Answer the following.

A. Discuss the Presentation skills require for the Leader.

(05)

B. What is effective communication and their types?

(05)

C. Discuss the soft skill requirement in perspective of Recruiters point of View.

(05)

OR

C. Discuss The Interview Skills, Require For The Fresher.

(05)

Q.4 Answer the following.

A. What are the negotiation skills and define the process of negotiation and describe the deadly sins of negotiation skills?

(06)

B. What are the rules of email? Discuss in detail.

(06)

C. What do your clothes say about you? Write first impression guidelines of the suit.

(06)

OR

C. Explain the Do's and Don'ts of in Reasoning.

(06)