

PARUL UNIVERSITY
FACULTY OF ARTS
B.Arts Winter 2018 – 19 Examination

Semester: 5
Subject Code: 15193301
Subject Name: Enhancing Employability Skills-1

Date: 10/12/2018
Time: 10.30 am to 1.00 pm
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.

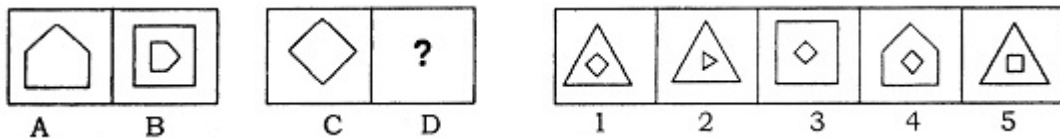
(08)

A. Questions 1-8 consist of two words which have a certain relationship to each other followed by four pairs of related words. Select the pair which has the same relationship:

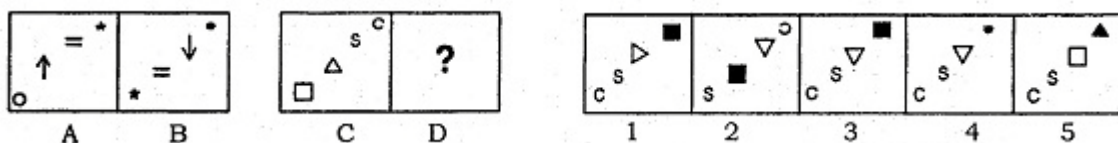
1. pain: sedative
 a. comfort: stimulant
 c. trance: narcotic
 b. grief: consolation
 d. ache: extraction
2. gravity: pull ::
 a. iron: metal
 c. magnetism: attraction
 b. north pole: directions
 d. dust: desert
3. moisten : _____ :: cool : freeze
 a. water
 c. soak
 b. oven
 d. grow
4. _____ : play :: sing : anthem
 a. act
 c. scene
 b. theatre
 d. fiels
5. _____ : speak :: roam : walk
 a. path
 c. write
 b. silent
 d. babble
6. lightweight : _____ :: sedan : car
 a. beam
 c. heavyweight
 b. boxer
 d. traffic
7. _____ : plant :: stable : horse
 a. cow
 c. oat
 b. unstable
 d. nursery
8. doze : sleep :: tiptoe : _____
 a. walk
 c. flat
 b. shelf
 d. swim

For questions 9-16, select a suitable figure from the Answer Figures that would replace the question mark (?). The Question figures are on the left side and the Answer figures are on the right.

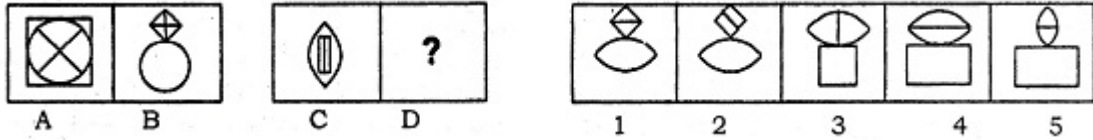
9.



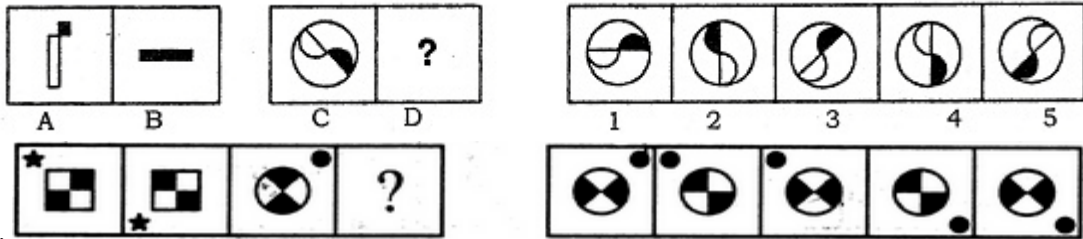
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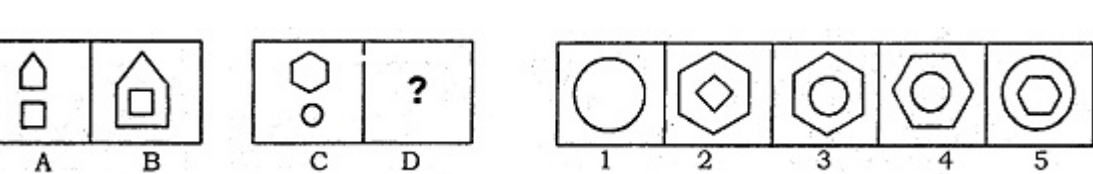
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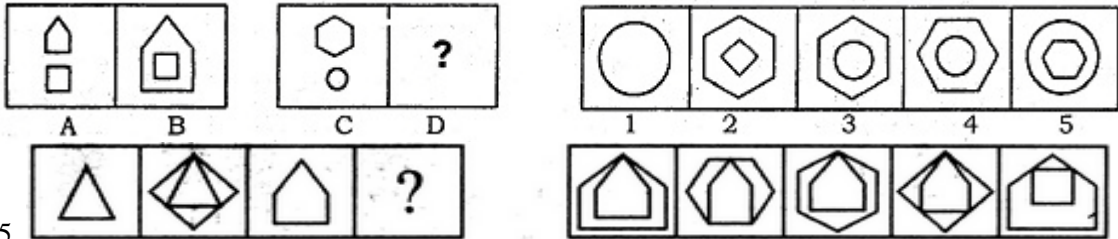
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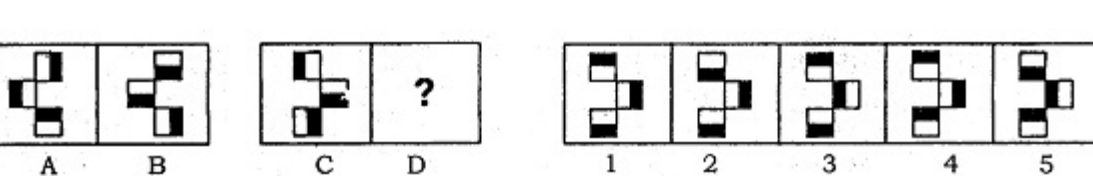
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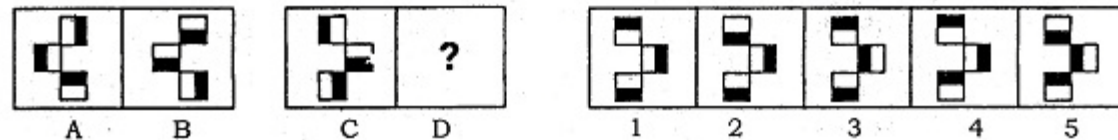
14.



15.



16.



B. State whether the following statements are True or False:

(07)

1. Being busy isn't the same as being effective.
2. Failing to manage your time effectively can give you a better professional reputation.
3. Writing a personal diary is an example of solo vocal communication.
4. An entrepreneur must have a mentor who will help to look at problems differently.
5. A good teacher is one who teaches a student how to solve a problem rather than solving the problem for him.
6. In the case of interpersonal communication the information shared is vulnerable.
7. Intrapersonal communication doesn't require any media to be used.

Q.2 Answer the following.

- A. What is a portfolio? Mention its types. (04)
- B. Explain Interpersonal and Intrapersonal Communication using examples. (04)
- C. Discuss the golden rules of Goal Setting. (04)

OR

- C. Draw and explain the Time Management Matrix. (04)

Q.3 Answer the following.

- A. Discuss the importance of Body Language and eye contact in a Group Discussion. (05)
- B. What is career? Explain the difference between acquisitive and contributive career using examples. (05)
- C. You are a part of corporate communication team in your company. The working time period is revised as 8:30 am to 5:00 pm. Using the following phrases, write an email to the employees in your company informing the same. (05)

Outline:

effect from next week - lunch duration - revised working time - reduced by 10 minutes - free breakfast - office will start earlier - till the end of rainy season - will be in effect

OR

- C. As a student representative of your college, write an email to the Principal of Pacific Institute of Arts, Prof. Joy Chatterjee, inviting his institute to participate in the Youth Festival being organized in your college. Sign the email as Xavier. (05)

2. To what degree should family members or legal guardians have full capacity to make decisions or give consent on behalf of those under their care? Explain.

OR

C. Read the following passage and answer the questions that follow:

(06)

Freshers do not possess the practical skills to start and run organizations; these are important skills to have and they usually come with working with an established organization. Working for a few years also ensures that there is a certain maturity that freshers would acquire.

But there is also a flipside to working in established organizations. Working for them and the comforts that come with a monthly assured paycheck and a set infrastructure mean that many people's dreams get subsumed with the passage of time and the start-up dream remains distant dream.

Experts opine otherwise. One needs to be sure of what one wants to gather at the workplace. "Provided the time is spent on acquiring the key skill, networking, acquiring the right mentors and maturing, it is better to spend these two years in acquiring these attributes as opposed to starting up in a rush and then making expensive mistakes on the job in the start up.", says Harsh Kapur Pillai, an expert in the field.

Satyanarayana, another expert, shares a different view. He believes that to emerge as a mogul, all one needs is a ground-breaking idea and not years of experience. "If one believes that the idea is ground-breaking, one should not wait to gain some industry experience as it is probably the right thing to do right away. In such a scenario, however, one should enrol a few industry veterans as mentors to compensate for the lack of knowledge on the industry's best practices and processes."

Geetika Joshi, another industry expert, sums it up as she says, "It does not matter much whether you are a seasoned professional or an amateur. What matters when one takes that big leap towards entrepreneurship is the confidence to make it happen, a ground-breaking idea and some experienced people around you to help you cross the line. With all the right ingredients in place, one would fetch nothing but success.

Questions:

1. Explain the disadvantages of working in a well-established organization.
2. Who according to you will be a better entrepreneur- a seasoned professional or an amateur? Explain using examples.