

PARUL UNIVERSITY
FACULTY OF SOCIAL WORK
BSW, Winter 2019-20 Examination

Semester: 5**Subject Code: 10193301****Subject Name: Employability Skills - I****Date: 27/11/2019****Time: 10:30 am to 1:00pm****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.**A) Choose the correct option from the following: (Any 6 out of 8)****(03)**

1. Stranger: Hi, are you looking for something?

You: Yes, I'm looking for the Public Library... but I think I'm _____.

- | | |
|------------|----------------------|
| a)gone | b)lost |
| c)confused | d) None of the above |

2. Stranger: Oh! I'm going to the Public Library. I'll show you where it is.

YOU: Thank you for your kind _____.

- | | |
|-----------|----------------------|
| a)help | b)appreciate |
| c)approve | d) None of the above |

3. Stranger: Not at all. It's my pleasure. _____ Where are you from?

YOU: I'm from Bengaluru. My name is Ankur.

- | | |
|----------------|---------------|
| a)nevertheless | b) by the way |
| c)well done | d) above all |

4. Stranger: Nice to meet you, Ankur. I'm Sumit Patra

YOU: Pleasure _____ you. Are you working here?

- | | |
|------------|---------------|
| a) meet | b)meeting |
| c) to meet | d) having met |

5. Sumit Patra: No. I am _____ leave.

YOU: Ok.

- | | |
|----------------|----------------------|
| a) at vacation | b) on vacation |
| c) in vacation | d) None of the above |

6. Stella: Excuse me; is the City mall around here?

YOU: I don't have _____ idea. I am a stranger here.

- | | |
|---------|----------------------|
| a) some | b) many |
| c) much | d) None of the above |

7. Stella: Oh! Where are you _____?

YOU: I'm from South Africa... I'm here on holiday.

- | | |
|--------|----------------------|
| a) for | b) from |
| c)of | d) None of the above |

8. Stella: I'm not from here _____. I'm from Argentina. I'm studying at the university.

YOU: Okay.

- | | |
|------------|----------------------|
| a)ever | b) either |
| c) neither | d) None of the above |

B) Choose the correct option from the following:**(03)**

1. You look _____ than yesterday

- | | |
|------------|---------------|
| a) fresher | b) much fresh |
| c) fresh | d) more fresh |

2. Teacher has been _____ since morning.

- | | |
|-----------|-------------|
| a) taught | b) teaching |
|-----------|-------------|

- c) teach
 3. His grandfather died _____ tuberculosis.
 a) of
 c) at
 d) None of the above
 b) from
 d) None of the above

C) Answer the following questions in brief (Any 3 out of 4) (12)

1. Why is it important to orient the company's guests through the safety measures in the company?
2. Should house guests and company guests be treated differently? Why?
3. Explain step-by-step how will you get acquainted with the visitors to your firm?
4. What is the meaning of Guest Induction? Why is it necessary?

Q.2 Do as directed.

A) Choose the correct option from the following: (Any 6 out of 8) (03)

1. The points that actually go on the agenda - what is to be negotiated is called _____
 a) an issue
 c) an arrangement
 b) a demand
 d) a meeting
2. Your _____ is what you say you want - what you want to ask for
 a) problem
 c) position
 b) intend
 d) requirement
3. Your _____ answers the question 'Why?'- Why you want what you want.
 a) interest
 c) reason
 b) demand
 d) None of the above
4. Any good negotiation has a good _____.
 a) planning
 c) agenda
 b) merger
 d) None of the above
5. In the 'SMART' theory of goal setting, 'A' means_____
 a) achievable
 c) altruistic
 b) action-oriented
 d) None of the above
6. In the 'SMART' theory of goal setting, 'M' means_____
 a) measurable
 c) mysterious
 b) meaningful
 d) None of the above
7. _____ is less essential, but still important in the negotiation.
 a) initiation
 c) intend
 b) information
 d) None of the above
8. A _____ is an essential aspect or outcome for one of the parties in the negotiation.
 a) helpful
 c) honorable
 b) have to have
 d) None of the above

B) Choose the correct option from the following: (03)

1. A test based item is something you put in your _____ which you believe your partner would like to have
 a) merger
 c) tough
 b) proposal
 d) None of the above
2. When two firms come together and become on new brand is called_____.
 a) deal
 c) merger
 b) negotiation
 d) None of the above
3. What is proposal?
 a) an initial offer
 c) a merger
 b) a set up
 d) None of the above

C) Answer the following questions in brief (Any 3 out of 4) (12)

1. Explain the 'HIT' theory of negotiation.
2. What is an agenda? Mention the important points in an agenda.
3. Explain the importance of Negotiation?

4. Describe the Characteristics of a good negotiator.

Q.3 Do as directed.

A) Write a email to your colleagues informing them about the details of the annual meeting. (06)

Also discuss briefly the agenda for the same.

B) Answer the following questions in brief (Any 3 out of 4) (09)

1. Discuss the dos and don'ts of a group discussion.
2. What is goal setting? Explain the 'SMART' theory of goal setting.
3. Describe the process of group discussion step-by-step.
4. Describe the types of goals. Give an example of each.

Q.4 Answer the following questions in brief (Any 3 out of 4) (09)

1. What is contributor's (Successful) checklist? Explain with proper examples
2. What does a contributor think about the career?
3. Write the difference between contributor and non contributor.
4. What is a contributor's vision of success?