

**PARUL UNIVERSITY**  
**FACULTY OF ARTS**  
**B.A. Winter 2019 – 20 Examination**

Semester: 6

Subject Code: 15193351

Subject Name: Enhancing Employability Skills - 2

Date: 12/12/2019

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. Answer the following questions.**

1. A job interview can't measure your professional worth.  
 (a) true (b) false
2. Which of these is not an essential element of a presentation?  
 (a) confidence (b) sincerity  
 (c) content (d) lack of confidence
3. Which of these are common methods of job hunting?  
 (a) Job listing search engines (b) going to a job fair  
 (c) walk-in interviews (d) All of these
4. Which of the following is not an employer's expectation?  
 (a) career objective (b) mental agility  
 (c) general knowledge (d) over confidence
5. Presentation skills cover a variety of areas such as \_\_\_\_\_.  
 (a) the structure of your presentation (b) the design of your slides  
 (c) the tone of your voice (d) All of these
6. If you now lack the interest in your subject and the willingness to learn and improve yourself, maybe it's a good time for you to switch gears  
 (a) Yes (b) No
7. A constructive feedback from your interviewer can help you work towards improvement.  
 (a) False (b) True
8. Your self-interest has nothing with being selfish but all to do with being a SMART person  
 (a) Yes (b) No
9. 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
10. \_\_\_\_\_ is the act of looking for employment  
 (a) Job seeking (b) Job hunting  
 (c) Job searching (d) All of these
11. It is easier to \_\_\_\_\_ everybody and everything around and not willing to pay attention to your own failure.  
 (a) blame (b) appreciate  
 (c) support (d) None of these
12. Apart from technical skills, employer judges no other skills in you.  
 (a) True (b) False
13. Which of the following is a success factor in an interview?  
 (a) ambiguity (b) apathy  
 (c) flexibility (d) arrogance
14. In an interview, you should showcase what your employer is least interested in.  
 (a) Yes (b) No
15. The best way to encourage team participation is through trial and error  
 (a) True (b) False
16. When \_\_\_\_\_ is in place, each individual in the team becomes stronger  
 (a) motivation (b) trust  
 (c) confidence (d) None of these

**B. Answer the following questions:**

**(07)**

1. Professional growth
2. Problem-solving attitude
3. Team-work
4. Team-building exercises
5. Imaginative sympathy
6. Interview Skills
7. Success factors in an interview.

**Q.2 Answer the following.**

**A.** Discuss the advantages of working in a team. Give examples.

**(04)**

**B.** In each of following questions, four items have been given of which three are alike in some way and one is different. Choose the **odd one out**.

**(04)**

1. 10, 14, 16, 18, 21, 24, 26

A. 21	B. 24	C. 26	D. 18
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2. 8, 27, 64, 100, 125, 216, 343

A. 27	B. 100	C. 125	D. 343
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3. Square, Triangle, Rectangle, Cuboid

4. Dollar, Peso, Ounce, Euro

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

**(04)**

Who would mind a few more hours in the day or week to wrap up all the work and have a few moments of relaxation as well? However, the twenty-fifth hour does not exist. And for working professionals, a minimum of one-third of our time is spent at the workplace. Work too hard, and personal relationships and even health might go for a toss; whereas too much focus on private time can have one lose their competitive edge. With employees committed to take their organisation towards greater heights and continue to live its vision, it becomes imperative for the employers too, to realise their significance and chart out their HR strategies accordingly in order to attain a middle ground. There used to be a time when the boundaries between work and home were well defined.

Today, however, it is inevitable to shut one out of the other because of the changing dynamics of work and play. So, in a world where professionals find themselves working in roles where the switch never really goes off, how do professionals strike a work-life balance and how do leaders help them maintain this balance? It can be tricky to say the least. Every day, millions of employees wrestle with these questions. At the same time, leaders wrestle with solutions. It can be a tough issue to negotiate because the answers vary. Companies realise that it is high time one addresses this issue as factors like long hours, performing under pressure and lack of social support can have a negative impact on a person's mental and physical health.

Along with the organisation contributing to their professional life balance, it is important for the employees themselves to maintain a track of their health and personal well-being. Spending time with family, cooking and playing a few of your favourite sports can help remove the stress at work. However, as we continue to grow and evolve, what it takes to strike that balance is bound to shift and change. This compels one to think what exactly is work-life balance and how can it be achieved.

**Question:** State the importance of striking a balance between your personal and professional life.

**OR**

**C.** How can creativity enhance one's problem-solving attitude?

**(04)**

**Q.3 Answer the following.**

**A.** How does efficiency improve if you engage yourself completely in a task? Give examples.

**(05)**

**B.** How can a fresher handle placement rejection?

**(05)**

**C.** Define presentation. What are the skills required to excel in a presentation?

**(05)**

**OR**

**C.** What are the things that a candidate must keep in mind before an interview?

**(05)**

**Q.4**

**A.** From the options given below, find the correct answer:

**(06)**

1. Deepak said to Nitin, "That boy playing with the football is the younger of the two brothers of the daughter of my father's wife." How is the boy playing football related to Deepak?

- A. son  
 B. cousin  
 C. brother  
 D. brother-in-law

2. Pointing to a photograph Lata says, "He is the son of the only son of my grandfather." How is the man in the photograph related to Lata?

- A. brother  
 B. cousin  
 C. uncle  
 D. data inadequate

3. If  $A + B$  means A is the sister of B;  $A \times B$  means A is the wife of B,  $A \% B$  means A is the father of B and  $A - B$  means A is the brother of B. Which of the following means T is the daughter of P?

- A.  $P \times Q \% R + S - T$   
 B.  $P \times Q \% R - T + S$   
 C.  $P \times Q \% R + T - S$   
 D.  $P \times Q \% R + S + T$

4. Introducing a woman, Shashank said, "She is the mother of the only daughter of my son." How that woman is related to Shashank?

- A. Daughter  
 B. Sister-in-law  
 C. wife  
 D. Daughter-in-law

5. Introducing a boy, a girl said, "He is the son of the daughter of the father of my uncle." How is the boy related to the girl?

- A. Brother  
 B. Nephew  
 C. Uncle  
 D. Son-in-law

6. A and B are children of D. Who is the father of A? To answer this question which of the statements (1) and (2) is necessary?

C is the brother of A and the son of E.

F is the mother B.

- A. Only (1)  
 B. Only (1)  
 C. Either (1) or (2)  
 D. Both (1) and (2)

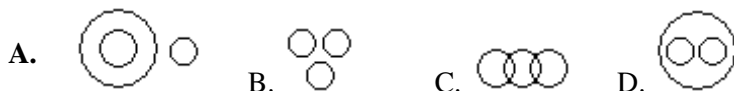
**B.** Each of these questions given below contains three elements. These elements may or may not have some inter linkage. Each group of elements may fit into one of these diagrams at (A), (B), (C), (D). You have to indicate the group of elements which correctly fits into the diagrams.

**(06)**

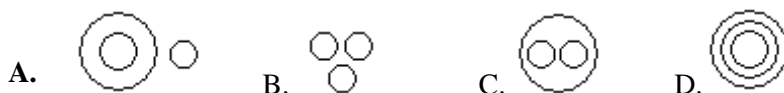
1. Which of the following diagrams indicates the best relation between Women, Mothers and Engineers?



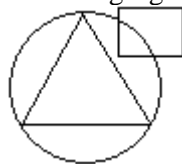
2. Which of the following diagrams indicates the best relation between Earth, Sea and Sun?



3. Which of the following diagrams indicates the best relation between Author, Lawyer and Singer?

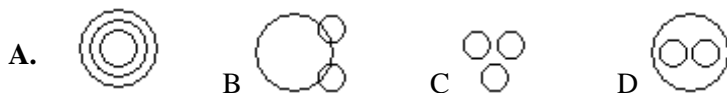


4. In an organization of pollution control board, engineers are represented by a circle, legal experts by a square and environmentalist by a triangle. Who is most represented in the board as shown in the following figure?

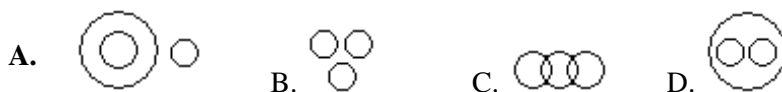


- A. Environmentalists                      B. Environmentalists with Engineering background  
 C. Engineers with legal background    D. Legal Experts

5. Which of the following diagrams indicates the best relation between Factory, Product and Machinery?



6. Which of the following diagrams indicates the best relation between Travelers, Train and Bus?



C. Answer the following questions based on seating arrangements:

(06)

Six friends are sitting in a circle and are facing the centre of the circle. Deepa is between Prakash and Pankaj. Priti is between Mukesh and Lalit. Prakash and Mukesh are opposite to each other.

1. Who is sitting right to Prakash?

A. Mukesh	B. Lalit
C. Deepa	D. Pankaj

2. Who is just right to Pankaj?

A. Deepa	B. Lalit
C. Prakash	D. Priti

3. Who are the neighbours of Mukesh?

A. Prakash and Deepa	B. Deepa and Priti
C. Priti and Pankaj	D. Lalit and Priti

OR

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

(06)

Going through a placement interview can be stressful for even most qualified students. Here are a few ways to reduce your anxiety and help you prepare for the interview. Now that you've got your foot in, you have to make sure to leave a positive and lasting impression during the interview by reviewing and practicing these points. By being **your true self**, you can't go much wrong.

- First and foremost is the physical preparation:** Always ensure that you carry extra sets of your updated resume which is structured properly and showcases your skills and experiences relevant to the role you are being interviewed for. Make sure your resume has details about your projects and internships - be brief and don't give away all the information, so that you can discuss it later during the interview and leave a positive impression on the panel. Ensure that you are thoroughly prepared regarding subjects of your choice.
- Present yourself professionally:** Dressing up impeccably and doing mock interview sessions (with friends) go a long way in making a confident positive impression. It always helps to do a dress rehearsal in advance, to fine tune your looks and to be comfortable in the attire you intend to wear, without being fidgety. Being well groomed is appealing to

the eyes and also reflects your attitude. One should make conscious efforts to tame their nervous hands. Ladies could well avoid wearing distracting or loud accessories like jingling bangles. Speak clearly and in a friendly tone without being overly familiar. Answer to the point and be concise, while ensuring all relevant points are covered. You will have only limited time to leave your mark. Body language plays a key role in any face to face interactions. It is important how you meet and greet your interviewer; your gait your posture all of it reflects your confidence. You may practice your gait, seating posture, etc. by video recording it. Making eye contact while replying to the interviewer reflects honesty and sincerity, don't miss out on shifting eye contact when moving from one panelist to another. Before shaking hands with the panelist, make sure your palms are dry and not sweaty due to anxiety or stress.

3. **Prepare yourself mentally:** Positivity of thoughts will almost always reflect in your attitude and body language. Unless it's a highly technical position, the right attitude is the trait that has become highly valued by organisations. The new hiring mantra is to 'Hire the attitude, Train the skills'.
4. **Research about the organisation:** It is also advisable to go online if you are being interviewed by and read up on their latest news. Social media too can be a powerful research tool to find what is being said about the company by its employees and clients. You may also research online on commonly asked questions, to help you prepare for out-of-the-box replies. One can borrow the creativity or even learn it.
5. **Never fear the panel:** They may use varied tactics to adjudge your ability to manage conflicting situations which could arise at your future workplace. They are not there to make you feel uncomfortable, nor are they your enemy. Remember a panel comprises of multiple interviewers with different perspectives but the same goal.
6. **Differentiate yourself from others:** In the interview, highlight your non-academic pursuits and extra-curricular activities, reflecting your team playing or leadership abilities or even your compassion and sensitivity to others. Behavioural part of the interview reflects on your past performance or achievements as a base to future behaviour.
7. **Practice how to handle tough questions:** Your ability to prepare for and respond to those questions, to which you may not have the answer, could be one of the key influencer for the hiring decision. Be an active and attentive listener during the interview process. This would allow you to respond critically and effectively to even toughest questions. Be honest, as the panellists themselves were students at one point in time and understand your predicament. In the event that you don't know the answer, politely say, "I am not exactly sure of the answer but I can tell you what I know about this topic", and try and make an educated guess, if permitted. Try to have at least one question to ask the panel at the end of the interview, make sure the question has relevance and shows that you were engaged in the process and wish to be part of their organisation. This reflects your interest, passion and initiative. Make them want you to be part of their company. It also helps to know and acknowledge that the interviewing panel is equally anxious to make sure that they select the right person. They have the same amount of time to adjudge your suitability to the job, as you have time to demonstrate yours. Differentiating factor being, they have more experience than you to assess the same, especially in limited time.

### Questions:

1. Why is it important to reduce anxiety before an interview? How does it help in acing an interview?
2. Summarize the article.