Seat No: **Enrollment No:**

PARUL UNIVERSITY FACULTY OF SOCIAL WORK **BSW, Summer 2018-19 Examination**

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emester: 6		Date: 24/04/2019

Subject Code: 10193351 Time: 10:30am to 1:00pm

Subject Name: English (Employability Skills-II) **Total Marks: 60**

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- 1. All questions are compulsory.
- 2. Figures to the right indicate full marks.

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3. Make suitable assumptions wherever necessary. 4. Start new question on new page. A) Objective Type Questions (½ Mark Each) (Any 6 out of 8) (03)1. You also need to prepare what you are going to wear in advance for interview. a) True. b) False 2. You should exactly know where the interview is taking place. a) True. b) False 3. CV is most important for interview. a) True b) False. 4. One to one is a type of interview. a) True. b) False. 5. Showing genuine interest is part of verbal communication during an interview. a) True. b) False 6. Panel is more challenging than one to one. a) True b) False. 7. You should thank interviewer after interview. a) True b) False

8. Making an eye contact is important trait for interview

a) True b) False

B) Objective Type Questions (1 Mark Each)

1. You should put your bag on interviewer's desk.

a) True b) False

2. You should make negative comments during interview.

3. Showing too much interst in money and holiday will help you in getting the job.

b) False. a) True.

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

1. Mention top 10 qualities skill employers are looking for.

2. Mention 7 critical skills for the job of the future.

(12)

(03)

	4.	Explain: welcoming visitors.			
Q.2	Do	as directed.			
	A)	A) Objective Type Questions (½ mark each) (Any 6 out of 8)			
		1. A presentation is a form of oral communication in which a person shares factual information with an audience that is:			
		a) Large	b) Specific		
		c) Small	d) Mix		
		2. The presenter acts as the inform			
		a)Medium	b) Deliver		
		c) Advocate	d) Supporter		
		3. Reading out presentation is			
		a) Dull	b) Not allowed		
		c) Helpful	d) Allowed		
		4. Eye contact is important with audience.			
		a) True	b) False		
		5. Presentation has to be subject specific.			
		a)True	b) False		
	6. If a question answer session is not there presentation is good.				
		a) True.	b) False		
	7. Eating or drinking while giving a presentation is alright.				
		a) True	b) False		
		8. Group has advantage of varied views.			
		a) True	b) False		
		Objective Type Questions (1 mark each)		(03)	
	1.	Group decisions sometimes arrive in comprom			
		a) True	b) False		
	2.	Individual domination is appropriate for the gr	_		
		a) True	b) False		
3. Group discussi		Group discussions are expensive in terms of time	me and money.		
		a) True.	b) False		
	C)	Answer the following questions in brief		(12)	
	1.	How to improve presentation skills?			
	2.	Types of presentations.			
		Write a note on groupism.			
		List down presentation skills.			
Q.3		as directed.		(06)	
		A. Look at the following statements. Which category do they belong in: A, B, or C?			
	A. – Discussing follow-up documentation				
		- Guaranteeing			
	C	—Summarizing			

3. Mention steps for planning presentation.

- 1. I will do my best to ensure the contract is signed today.
- 2. This is where we stand at the moment.
- 3. Shall we put this into a written proposal?
- 4. Let me just repeat the last two statements, if I may.
- 5. We assure you that the quality will not change.
- 6. We have certainly covered a lot of ground today!

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

(09)

- 1. How will you entertain visitor?
- 2. What is entertaining a visitor?
- 3. What measures should be taken care of before the interview?
- 4. How a candidate should behave during the interview?

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

(09)

- 1. Types of interviews.
- 2. Explain importance of negotiation.
- 3. Enlist typical interview questions.
- 4. Making contact is important for socializing. Your comment.