Seat No:\_\_\_\_\_

Enrollment No:\_\_\_\_\_

## PARUL UNIVERSITY

#### **FACULTY OF ARTS**

## **B.Arts Winter 2019 – 20 Examination**

Semester: 5 Date: 03/12/
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Subject Code: 15193301 Time: 2.00 pm to 4.30 pm

Subject Name: Enhancing Employabilty Skills-I 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. The best way to encourage team participation is through trial and error
- (a) True (b) False
- 2. Which of the following is not an employer's expectation?
- (a) career objective
- (b) mental agility
- (c) general knowledge (d) over confidence
- 3. Which of the following is a success factor in an interview?
- (a) ambiguity (b) apathy
- (c) flexibility (d) arrogance
- 4. 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/Job
- (a) Yes (b) No
- 5. 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
- 6. A constructive feedback from your interviewer can help you work towards improvement.
- (a) True (b) False
- 7. Which of these is not an essential element of a presentation?
- (a) confidence (b) sincerity
- (c) content (d) lack of confidence
- 8. 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
- 9.In Quadrant 3 of time management matrix, we mention not important and not urgent activities:

True or False.

- 10. The Leader of the team should be
- a) supporting,
- b) dominating,
- c) arrogant and
- d) bossy.
- 11. Solo-Vocal Communication is a part of interpersonal communication

True or False

12. In Team Development, we could skip storming stage:

Yes or No.

- 13. is the act of looking for employment
- (a) Job seeking
- (b) Job hunting
- (c) Job searching
- (d) All of these
- 14. When \_\_\_\_\_ is in place, each individual in the team becomes stronger
- (a) motivation
- (b) trust
- (c) confidence
- (d) None of these
- 15. Team building activities help in giving an effective output:

Yes or No.

16. Time Management matrix doesn't help you in being productive:

True or False

#### B. Answer the following. (Each of 01 mark)

**(07)** 

- 1.Interview Skills.
- 2.Professional Growth.
- 3. Success factors in Career.
- 4.Team-Work
- 5. Difference between Interpersonal and Intrapersonal Communication.

6.Problem-Solving Attitude

7. Goal Setting.

#### Q.2 Answer the following.

**A.** What is the importance of building trust in a team? Give examples. (04)

**B.** How can Adaptability enhance one's problem solving attitude?

(04) (04)

C. 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 achieve.

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

OR

C. 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. Geometry, Algebra, Calculus, Thermodynamics

2.Cat, Dog, fox, rabbit

3. Square, Triangle, Rectangle, Cuboid

4.A.B. Vajpayee, Pratibha Patil, Rajiv Gandhi, Manmohan Singh

Q.3 Answer the following.

A. How can a fresher handle placement rejection? (05)

**B.** Define presentation. Discuss the do's and don'ts of presentation. (05)

C. State the importance of "Motivation" and "Goals" for professional growth. (05)

OR

C. What are the basic etiquettes that a candidate should keep in mind at the time of the interview? (05)

## Q.4 Answer the following.

A. 1. Brushing Teeth (06)

2. Submitting Assignments

3. Job Applications

4. Cooking Food

5. Vacation or Tour

6. Walking your dog

Put these activities in the time management matrix.

**B.** Design your own curriculum vitae/Resume for the application of the job. (06)

C. Each of these questions given below contains Six/Seven elements. There is one option which doesn't match with the given equations. Pick the odd one out:

1. 51, 64, 78, 91, 104, 117.

2. 22, 33, 47, 55, 66, 77, 88.

OR

**C.** Write an e-mail to the HR Department of your company complaining regarding the timely credition of your salary. (06)