

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

Semester: 5

Subject Code: 15193301

Subject Name: Enhancing Employability Skills-I

Date: 03/12/2019

Time: 2.00 pm to 4.30 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. 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.

