

FACULTY OF ARTS
B.A. / B.Sc. / B.Com / BBA / B.S.W (CBCS) III - Semester Examination,
November 2024
(Common Paper for all Streams)
Subject: Professional Skills
Paper : SEC - I

Time: 1 ½ Hours

Max. Marks: 40

PART – A
(Short Answer Type)

Note: Answer all the following questions.

(2 x 5 = 10 Marks)

- 1 (a) List out the essential components of a good resume.
(OR)
(b) What are the common errors in preparing for an interview?
2. (a) What are the Common errors to be avoided in a group discussion.
(OR)
(b) How does self-awareness help in career planning?

PART – B
(Essay Answer Type)

Note: Answer all the following questions.

(2 x 15 = 30 Marks)

3. (a) Differentiate between a CV, Resume and a Biodata. Prepare a resume applying to the following advertisement:
A well-established private company dealing in foreign trade would like to hire a secretary with a bachelor's degree and a good command over English and stenography; knowledge of the French language is an added advantage. Apply within a week. Box No.8625, the Times, New Delhi – 110 022.
Email address: hrtimes@email.com
(OR)
(b) Elaborate on the skills needed to prepare for an interview
4. (a) What is Group Discussion? Describe the different methods of GD.
(OR)
(b) Make an account of the steps to be taken in exploring good career opportunities.

FACULTY OF ARTS
B.A. / B.Sc. / B.Com / BBA / B.S.W (CBCS) III - Semester Examination,
November 2024
(Common Paper for all Streams)
Subject: Communication Skills
Paper : SEC - I

Time: 1 ½ Hours

Max. Marks: 40

PART – A
(Short Answer Type)

Note: : Answer all the following questions.

(2 x 5 = 10 Marks)

1. (a) Describe the techniques of effective listening.
(OR)
(b) List out some of the strategies to enhance reading skills.
2. (a) Describe the different modes of writing.
(OR)
(b) What are the do's and don'ts of body language in interviews and group discussions?

PART – B
(Essay Answer Type)

Note: Answer all the following questions.

(2 x 15 = 30 Marks)

3. (a) Elaborate on the barriers that one encounters while speaking and how to improve the speaking skills.
(OR)
(b) Describe the principles of digital literacy
4. (a) Explain the significance of non-verbal communication with examples.
(OR)
(b) Describe Social Media and its advantages and how to use it effectively.

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