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First Year BA
24ENG12405: SEC-ENGLISH (Employability Skills)
(Semester II)

Program: BA
Program Specific: BA (English)
Course Type: SEC (Skill Enhancement Course)
Paper: II

Credits: 2
Time: 2 Hours
Max. Marks: 30
SET: A

Instructions to the candidate:

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.
- 3) Draw a well labelled diagram wherever necessary.

Q1) Answer ANY FIVE of the following questions in about 30-50 words each. [5 X 2= 10]

- a. Discuss the importance of proofreading a Job Application before submission.
- b. How can candidates effectively participate in a group discussion?
- c. Mention any one key element of a CV. What information should it contain?
- d. Describe two essential elements of a successful presentation.
- e. How does positive body language play a very important role in interviews.
- f. What is the appropriate length for a Résumé and why?
- g. Write a note on the term, 'Enclosure' which is frequently mentioned in Job Applications.

Q2) Answer ANY THREE of the following questions in about 80-100 words each. [3 X 4= 12]

- a. What do you understand by the term, Group Discussion? What qualities do employers look for among prospective employees in a Group Discussion?
- b. What are the different elements of a Résumé? Elaborate on any three most significant elements.
- c. You are asked to give a presentation on a topic you are not familiar with. How will you research, organize, and deliver an effective presentation with confidence?
- d. You are in a virtual interview and your internet connection becomes unstable. What immediate steps would you take to address the issue and maintain professionalism? Write your response in a few sentences.
- e. Assume you want to apply for a job. You have your Résumé ready, but the recruiter asked you to submit a Curriculum Vitae (CV) instead of a Résumé. How would you modify your document to meet this request? Discuss the differences in length, detail and content required for a CV.

Q3) Answer ANY TWO of the following questions in about 80-100 words each. [2 X 4= 08]

- a. How would you prepare yourself for an Interview? Write a few preparatory steps involved in this.
- b. List out some techniques that one can incorporate for effective performance in an interview.
- c. Write a script of a Group Discussion in dialogue form on the problem statement, 'Population of India- its challenges and advantages.' The dialogue should have the participation of at least four members expressing their views. There should be an introduction and a conclusion to the discussion.
- d. Write a script where you are making a presentation on a cold drink brand. Describe the product by using marketing strategies of presentation.