PRN:		Course Code :	PSS001

First Year **M. Sc.** End Semester Examination Winter 2023

Employability Skills

Day and Date: 5 JUN 2024, Wed Max Marks: **100**

Time : 10:30AM To 01:30PM Duration: **03** hrs

Instructions: All questions are compulsory.

			Marks	Bloom's Level	CO
Q.1		**Attempt the following.**			
	a)	Explain in detail Johari Window and SWOC Analysis.	08	2	1
	b)	Utilize SMART Goal Setting Techniques and draft your Long Term, Mid Term and Short Term Goals.	08	3	1
		OR			
	b)	Explain the importance of "Understanding yourself".	08	3	1
Q.2		**Attempt the following.**			
	a)	Give one example of each tense –Simple Present, Continuous Present, Perfect Present and Perfect Continuous Present Tense.	08	3	2
	b)	Give one example of each tense –Simple Future, Continuous Future, Perfect Future and Perfect Continuous Future Tense.	08	3	2
		OR			
	b)	Give one example of each tense –Simple Past, Continuous Past, Perfect Past and Perfect Continuous Past Tense.	08	3	2
Q.3		**Attempt any two from the following.**			
	a)	Explain in detail the elements of communication process.	08	2	3
	b)	Illustrate with suitable example the Non-Verbal Communication.	08	2	3
	c)	Enlist barriers in communication.	08	2	3
Q.4		**Attempt any two from the following.**			
	a)	Discuss in detail the techniques of effective listening.	08	2	4
	b)	Explain in detail the techniques of designing and delivering effective presentations.	08	2	4
	c)	Comment on the skills assessed in Group Discussion.	08	2	4
Q.5		**Attempt any Two of the following.**			
	a)	Discuss SQ3R method of reading.	09	2	5
	b)	Illustrate with suitable examples the 07 Cs of effective writing.	09	3	5
	c)	A large multinational company requires Chemists. Write a Resume and Cover letter. Assume necessary details.	09	3	5
Q.6		**Attempt any Two of the following.**			
	a)	Explain various features of Microsoft Excel.	09	2	6
	b)	Illustrate how to prepare presentations with Microsoft PowerPoint Presentation.	09	3	6
	c)	Explain the advanced features of Microsoft Word.	09	2	6

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