

B.ES-R5 : EMPLOYABILITY SKILL

NOTE :

1. Answer Question 1 and attempt any FOUR Questions from 2 to 7.
2. Parts of the same question should be answered together and in the same sequence.

Time : 3 Hours

Total Marks : 100

1. Explain briefly :
 - (a) Employability skills and its importance.
 - (b) Role of Basic English Skills in employability.
 - (c) Benefits of Good Communication Skills.
 - (d) Entrepreneurship Skill.
 - (e) Key Elements of Professionalism in the digital age.
 - (f) Role of Financial Literacy for better career decisions.
 - (g) Steps to improve active listening skills. (7x4)
2.
 - (a) Explain how constitutional values are related to citizenship. Provide an example in the context of a professional setting.
 - (b) What are the key skills needed to become a successful professional in the 21st Century ? List and describe at least three. (9, 9)
3.
 - (a) What steps can an individual take for effective career development and goal setting ? Provide a structured plan as an example.
 - (b) Discuss the significance of diversity and inclusion in a workplace. How does it affect team productivity and morale ? (9, 9)
4.
 - (a) Describe three essential digital skills required in the modern job market and how they contribute to effective job performance.
 - (b) How can one effectively prepare for apprenticeships and job interviews ? Outline a preparation strategy. (9, 9)

5. (a) Discuss the role of ethics and integrity in professional life. How do these attributes relate to constitutional values and citizenship ?
- (b) How does mastering Basic English Skills promote effective communication in a diverse workplace ? (9, 9)
6. (a) Describe the process of setting SMART career goals. Why is this method effective ?
- (b) Discuss a scenario where effective communication skills resolved a conflict or misunderstanding in the workplace. (9, 9)
7. (a) Give an example of a job role that requires high - level digital skills. How do these skills enhance the person's performance in the role ?
- (b) Explain how an entrepreneurial mindset can contribute to successful job performance, even for those not intending to start their own business. (9, 9)

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