

No. of Printed Pages : 4

Sl. No.

B-ES-R5 : EMPLOYABILITY SKILLS

DURATION : 03 Hours

MAXIMUM MARKS : 100

Roll No. :

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Answer Sheet No. :

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Name of Candidate : _____ ; **Signature of Candidate :** _____

INSTRUCTIONS FOR CANDIDATES :

- Carefully read the instructions given on Question Paper, Answer Sheet.
- Question Paper is in English language. Candidate has to answer in English Language only.
- Question paper contains Seven questions. The Question No. 1 is compulsory. Attempt any FOUR Questions from Question No. 2 to 7.
- Parts of the same question should be answered together and in the same sequence.
- Questions are to be answered in the ANSWER SHEET only, supplied with the Question Paper.
- Candidate cannot leave the examination hall/ room without signing on the attendance sheet and handing over his/her Answer Sheet to the Invigilator. Failing in doing so, will amount to disqualification of Candidate in this Module/Paper.
- After receiving the instruction to open the booklet and before answering the questions, the candidate should ensure that the Question Booklet is complete in all respects.

DO NOT OPEN THE QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO.

1. Explain briefly :

- (a) Adaptability and critical thinking as important employability skills
- (b) The term constitutional values
- (c) Apprenticeship & Job
- (d) Traditional business & start-up
- (e) Mother Tongue Influence (MTI)
- (f) SMART Goal
- (g) Roles of an Entrepreneur

(7×4)

2. (a) "Citizenship not only defines an individual's legal identity but also carries ethical responsibilities in professional settings." Analyze how the principles of responsible citizenship-such as integrity, accountability, and respect for diversity -align with workplace ethics.

(b) What key skills and mindset shifts are essential for succeeding as a professional in the rapidly evolving work environment of the 21st century ?

(9+9)

3. (a) Alex a recent graduate, struggles with basic English speaking skills, making it difficult for him to communicate effectively in job interviews and workplace interactions. Despite having strong technical knowledge, he faces rejection from potential employers. Prepare a remedial action plan for Alex to improve his English skills which will enhance his employability.

(b) What are effective communication skills, and how do they differ from basic communication ? Why communication skills are considered one of the top employability traits by employers ?

(9+9)

4. (a) How can a well-defined career development plan and goal setting strategy enhance professional growth and long term success in a dynamic job market ?

(b) In what ways do open-ended gestures, such as expansive hand movements and sustained eye contact, contrast with closed-ended gestures like folded arms or averted gaze in shaping perception of confidence, authority and approachability in professional setting.

(9+9)

5. (a) "The 21st century workplace is defined by diversity, inclusion and cross cultural collaboration". How can professionals navigate and leverage these aspects to foster innovation, enhance teamwork work and build a more inclusive work environment ?
- (b) If you receive a job offer with a higher salary but fewer benefits (such as health insurance, retirement contribution or bonuses), how would you evaluate whether it is financially better than your current job ?
- (9+9)
6. (a) Critically analyze the role of legal literacy in helping entrepreneurs make informed and strategic business decisions.
- (b) Discuss the role of artificial intelligence and automation in shaping digital literacy requirements for future jobs.
- (9+9)
7. (a) Neha was double-charged for an online purchase. She contacted customer service, where Rahul quickly verified the error, assured a refund within three days, and sent a confirmation email. Neha received her refund on time and left a positive review. What customer service qualities did Rahul show ?
- (b) Describe how digital literacy has become an essential employability skill and how it increases the chances of securing a desirable apprenticeship or job.
- (9+9)

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SPACE FOR ROUGH WORK