

9

PREPARATION TO THE WORLD OF WORK



K-W-L ABOUT

| I Know | I want to Know | I Learned |
|--------|----------------|-----------|
| | | |

Fill the I know and I want to know columns by yourself or with the help of the facilitator before starting this unit.

1. INTRODUCTION TO THE WORLD OF WORK

Objectives

At the end of this lesson, you shall be able to:

- Identify the difference between job and career.
- Identify the difference between personal and professional life.
- Identify aspects that you need to focus on to prepare for the world of work.

INTRODUCTION

“The world of work is made up of things most of us recognize, like occupations, jobs, career, employers, employees, paychecks, promotions, etc.”

What is the World of Work all about?

World of work is the world of the workplace. This can include finding a job, moving up in the job, finding new jobs, learning to be better at a job, etc. We need to learn about the world of work so that we can stay up-to-date

about the different skills and technologies that we need to learn.

- Provides early exposure and self-awareness aligned to career paths
- Encourages student-centered instruction focusing on student strength and interests
- Builds student self-belief, aspirations, future learning and engagement

Families can support their child to explore career paths that are best aligned to their child's interest and education.



ACTIVITY 1

Read the story below and answer the question.

Saravanan is pursuing a course in Science in a school. He will complete his course in the next six months. His friends have already thought of what they want to do on completion of the course. Most of them will be applying for jobs in the most popular companies while a few of them are planning to study further. Saravanan is wondering what options he has in the future. He is hoping that he can find a job in a field that is different from Science as he is not enjoying his course very much.

QUESTIONS TO THE STUDENT

How do you think Saravanan can come to know about the different opportunities available?

2. DIFFERENCE BETWEEN JOB, OCCUPATION, AND CAREER

Objective

At the end of this lesson, you shall be able to:

- Identify the difference between job, occupation and career

INTRODUCTION

Whether it is a job, occupation, or career; they all account for one simple thing- something you do for your living. Although these 3 terms are used quite interchangeably in common life, their meaning at border sense is completely different. Once you understand the difference between a job, an occupation, and a career, you would have a good idea about what you are doing in life to earn your living.

Job: Short and sweet, Job is your work and you get paid. It is when a person performs some tasks for other organizations in exchange for money, fee, or payment.

Occupation: Occupation can be a job, business, profession, or employment that an individual manages to earn money. It defines a person's job role in society. Some examples of occupations are receptionists, clerks, shopkeepers, delivery workers, drivers, etc.

Career: Career is a lifelong journey in which an individual learns skills, and use those skills with knowledge, and gain experience in a particular field or industry to earn money. In a career, a person spends more years in a field or a sector to perform various roles to grow. It is a long journey of a person where he starts with learning a skill and work it out practically.

QUESTIONS TO THE STUDENT

Discuss with your friends about a Job you want, a Career you want to pursue and an Occupation you will settle with.

CAREER



ACTIVITY 1

List the difference between Job, Career and Occupation

3. SETTING GOALS FOR CAREER

Objectives

At the end of this lesson, you shall be able to:

- Define of long-term and short-term goals
- Practise setting SMART goals

INTRODUCTION

A career goal is a clear statement that defines the ultimate job you aspire to throughout the course of your career. Your career goals are where you see yourself in your future career path.

Goal Setting

Goal setting turns imagination and dreams into reality. Your goals should be focused on specific timeframes that include:

- Long-term: 5-20 years or lifetime goals
- Mid-term: 1-5 years
- Short-term: 1 year or less. These can be broken down further into monthly, weekly and daily goals.

Make sure the goals are “SMART”

- Specific
- Measurable
- Achievable
- Realistic
- Time-based

How to Set Career Goals

SMART goals set you up for success by making goals specific, measurable, attainable, realistic, and timely. The SMART method helps push you further, gives you a sense of direction, and helps you organize and reach your goals

1. Specific: Define Your Goal

To reach your goal, it needs to be specific and well-defined. Be as detailed as

possible. Ask as many questions to define your goal to be more specific:

For example, instead of setting a goal to get better grades this year, you should define which grades you'd like to achieve in which subjects.

2. Measurable: How Will You Measure Success?

Setting a goal that you can measure is crucial because it allows you to track your progress and stay motivated. Having quantifiable data or criteria makes the goal measurable.

In the example above, if your goal is to get better grades, think specifically about what “better grades” means to you. For example, does it mean getting straight A's or bringing up your GPA to a particular level?

3. Attainable: Can You Accomplish This Goal?

It is equally important to set goals that are realistic and attainable. Put simply, you must be willing to work to attain your goals, but you must also be able to achieve your goals.

For Example: I'm going to make 2 lakhs profit. Every month by choosing best business practices



4. Relevant: Is Your Goal Constructive?

A relevant goal is results-focused. It's not just an activity or an exercise. Your goal should help you advance in some way, either academically or personally or professionally.

For Example: I am going to join IIT after my 12th Standard (Since you are student and you wanted to be scoring better marks in exam)

5. Time-Bound: When Will You Accomplish Your Goal?

A goal should always have a defined deadline. Without a timeframe, there is no sense of urgency, and you're unlikely to attain it.

For Example: In the forth-coming Term Exam I will be scoring more than 92%

Sample of an Academic S.M.A.R.T. Goal

Overall Goal: I want to get into a good engineering college.

S.M.A.R.T. Goal: I will focus on my lowest subject marks in order to raise my overall Percentage.

Specific: I want to improve my overall percentage so I can apply for better colleges for engineering.

Measurable: I will earn 85% or better on my midterm exam.

Achievable: I will meet with a maths teacher every week to help me focus on my weak spots. (Since maths is a weak subject for me)

Relevant: I would like to reduce my father's burden of fee payment in college. Scoring higher marks will open new doors for me.

Time-based: I still have six weeks until midterms. This leaves me plenty of time to meet with a teacher and decide if any additional steps are necessary.



ACTIVITY 1

Practice Smart Goal-setting!

Step 1: Pair up with any one student from your class.

Step 2: Arunmozhi wants to score high marks in his engineering exams. Help him to set SMART goals. Write 3 SMART goals for Arunmozhi that will help him improve his score in the exams!

Step 3: Share your goals with the rest of the class. Discuss if the shared goals are SMART? Review the checklist to find out if they are clear and easy to understand? Is it possible to measure progress? Is it achievable or too difficult? Is it time-bound?

SAMPLE PLAN

Goal Setting: Get a government job

Required Skills: Diploma, Entrance exam

Skills I have: Diploma

Action Steps

1. Start preparation for the entrance examination.
2. Appear in 5 mock tests, 3 weeks before the date of the final exam.
3. Appear for entrance exams.

Timeline: 2 – 3 yrs.

Pros: Stable Job, Respect, Facilities

Cons: High Competition, Less Vacancy, can take up to year

QUESTIONS TO THE STUDENTS

Discuss with your friends and create a job plan for your self based on the sample plan given above. Consider the following points during discussion.

Job Role, Required Skills, Skills I have, Action Steps I need to take, Timeline, Pros & Cons of the job

4. HANDLING REJECTIONS AND FAILURES

Objectives

- Identify the reasons for the rejections or failure
- Identify how to handle and overcome the rejections or failures

INTRODUCTION

Interview Rejections can be tough to digest, especially if it keeps happening over and over. Repeated Rejections break your heart and damage your willpower. So, after a certain time, it's very normal to feel depressed, negative, and unworthy of yourself.



Rejections in interviews

“The first reason for rejection is being a misfit to the role. Any human resource manager or hiring manager looks for the right fit for the role”



The three main reasons for rejection in an interview is:

- **Situations that are beyond your control.**

There might be a change in the requirements (Both in terms of required qualifications and number of people needed) or there might be someone else who has already been selected for the job.

- You did something wrong at the interview.
- Was not able to justify with right answers for the questions asked.
- Others outdid you
Other interviewees have done it better than you.

Other Possible Reasons for Rejections

- Body language & etiquette
- Not showcasing the right Attitude
- Punctuality issues
- Lack of knowledge about the company or the domain
- Salary Negotiations

Areas to Improve and Avoid Interview Rejections

- Set the right attitude
- Maintain professionalism
- Do your homework about the company and the job
- Work on soft skills
- Know your worth (in terms of salary)

ACTIVITY 1

List the possible things you should do before appearing for an interview.

QUESTIONS TO THE STUDENTS

1. Discuss about emotional well being with your friends and family before expecting a result on any sort.
2. How it is important to accept failures and how to proceed after a rejection.

5. BUILDING MY RESUME

Objectives

- Identify the key components of a resume
- Practise writing your own resume
- Check your resume for common mistakes



A resume is a brief written account of personal, educational, and professional qualifications and experience, as prepared by an applicant for a job.

A resume is your first mode of introduction to your prospective employer. An impressive and information-rich resume will create a good impression about you. A resume that is poorly formatted, written with spelling errors and lacking in vital information will get you rejected from the first round of many hiring processes! Hiring managers look at many resumes in a single day. Hence, it is important for us to take great care to make our resume stand out and easy to understand.

Types of Resume:

Chronological: This is the most traditional format and lists experiences according to the order in which they took place

Functional: This is a type that lists your experiences according to skill. This is the format to use if you're changing career direction

Combination: This type combines the best aspects of the chronological and functional styles. Be careful with length for this format.

Steps in Building a Resume

Step 1: Choose a Type and Design

Step 2: Add Your Contact Information

Step 3: Write a Professional Summary

In one or two sentences, summarize your work experience and relevant skills. Keep this strong and simple.

Step 4: List Your Education.

List the schools you've attended, starting with the most recent one. Include details such as GPA, class rank or special awards. Add any other educational experiences, such as training programs, community college or summer courses, and seminars and so on.

Step 5: List Your Experiences or Skills

This section shows where you have worked and when. It also states specific accomplishments for each position or job. (Keep everything in chronological order, with most recent jobs at the top)

Step 6: List Your Professional / Skilled Activities

List activities in which you have participated and include what your specific role was in each. This is the place to note membership or leadership positions in clubs, organizations of any kind, athletic teams, community organizations and so on

Step 7: List Any Awards / Rewards / Recognition Won Obtained

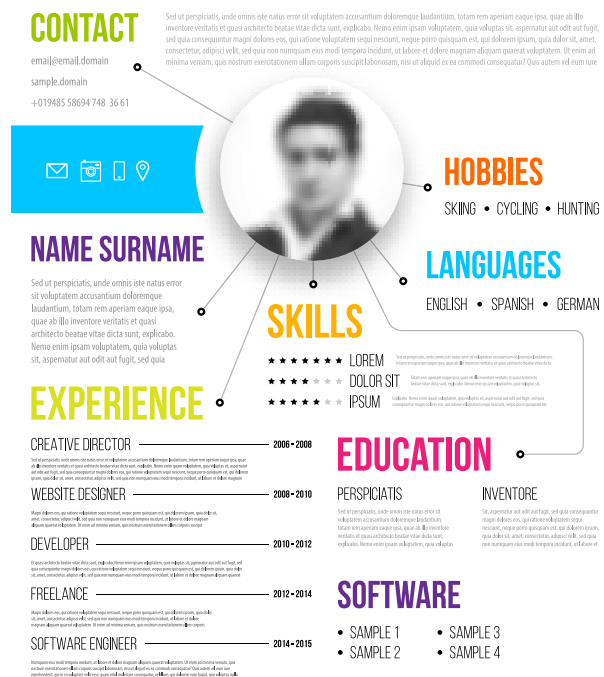
When you've been recognized by someone else, you should let potential employers know about it. But you shouldn't worry if you haven't received any awards; just skip this section.

Step 8: List Your Personal Interests / skills / strengths

This section shows you're a well-rounded person who people would want to know and work with. (Employers often use this section at the start of an interview to break the ice.)

Step 9: Provide references

Step 10: Write a Covering Letter for the Job applied



ACTIVITY 1

Let us write the first draft of our resume!
Review examples / explanations to each section, and then fill the empty template.



If you are unsure of the English spelling of any word, verify it on your smartphone or with your Employability Skill Instructor.

Time: 15 mins

Full Name :

Phone number :

Email Id :

Career Objective: To become a productive resource for the company, by using and growing my existing skills of _____, _____ and _____.

Work Experience: Intern at company name (00 month-00 month 2019)

Responsibility one

Responsibility two

Qualification: Diploma in _____ from _____ in 2020. Overall percentage: ____ Senior Secondary from ____ Board in 0000

Achievements:

2nd prize in inter-college debate competition. (2016)

Awards / certificates

Awards / certificates

Personal Details:

Date of birth:

Permanent address:

QUESTIONS TO THE STUDENTS

Search the internet and find a resume model that you think will fit your content also select words that will be used in your resume to make it stand out on the crowd. Discuss and get help from your friends.

6. REVIEW OF MY RESUME

Objectives:

At the end of this lesson, you shall be able to:

- Learn how a resume is reviewed
- Discuss what should be included in resume
- Explain what should not be included

INTRODUCTION

This Review of my Resume should be done with the help of a trainer's reference alone, and we hope that the trainer will be able to review the resumes on the basis of it and share only relevant feedback with their students. While checking resumes, it is important not to discourage the students with a lot of negative feedback. A resume reflects the accomplishments of an individual. If you find that the length and breadth of a student's life experiences is not big enough for them to write a lot, help them get the basic details right. Focus on making them identify and avoid the BIG don'ts like spelling mistakes.

| SECTIONS | Do's | DON'Ts |
|---|--|--|
| Personal Details | | |
| Address | A simple description with pincode, without any mention of landmarks, etc., Present address at the top of the resume and Permanent address goes at the end of the resume under 'Personal Details' | Any mention of landmarks or skipping the pin code |
| Phone Number | Minimum two numbers | Don't frequently change the shared number |
| Email id | Simple mail id, must comprise of student's name / numbers | Avoid anything with adjectives like rock, rose, etc., |
| Languages Known | Mention all the languages that the student can speak, write and read | |
| Date of Birth | Is a must (DD/MM/YYYY) | |
| Gender | Is a must | |
| Education | Is a must | |
| Academic Qualification | Tabular form Name of Qualification, board/ university, year of passing, percentage of marks | Try to specify in tabular form in a clear manner |
| Professional Qualification | Mention if has one: A course / certification / diploma pursued during the course or earlier should be included here | If not available leave it |
| Skills / Strengths / Accomplishments | | |
| Skills / Strengths | Mention any 3 - 4 strengths (mostly technical and softskills) which are relevant for the job you seek | Writing Vague skills will not create big impression |
| Accomplishments | Categorise the accomplishments based on nature like NSS, Sports, Debate, etc., | Write in a sequence based on the nature rather than jumbling |
| Experience | | |
| Summer Internship | Summary of Project with the duration and the company in which the project is done | |
| Job | Company Name, Job Title, Duration, Roles and Responsibilities | |
| Hobbies and Interests | | |
| Hobbies | Mention real hobbies which you have. Some interviewers will start with hobbies to know the candidates better | Don't mention unreal hobbies |
| Declaration | Based on the job applied | |

ACTIVITY 1

As you have prepared your preliminary resume in the previous lesson. Use the points given in the table above, kindly make the changes, stick your resume here and get help from your facilitator for correction.

Create a LinkedIn profile

QUESTIONS TO THE STUDENTS

Check your local surroundings if you are eligible for a job using the resume you prepared now and list the opportunities you have below.

7. INTERVIEW SKILLS

Objectives

At the end of this lesson, you shall be able to:

- Identify what interview skills are
- Explain how to prepare to perform in the interview
- Describe how to follow up after the interview

INTRODUCTION

Interview is the most popular mode used to select employees for an organization. The interview is usually preceded by the evaluation of submitted résumés from interested candidates. It can be done on a one-to-one basis (1 candidate is interviewed by 1 employer) or by an interview panel (1 candidate is interviewed by 3 or 4 members panel from the employers/HR).

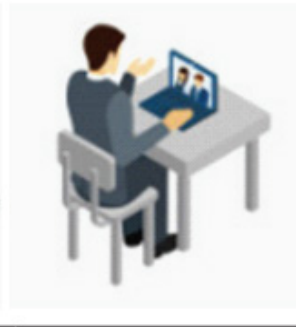


The job applications are examined and reviewed after reading the resumes to shortlist candidates. After this screening, shortlisted candidates are called for interviews. A job interview usually precedes the hiring decision

Types of Interview



Face to Face Interview



Online Interview



Group Interview

Stages of Interview



Resume writing
service



Job
interview



Job
offer

Ravichandran is selected for an interview at ABC Company. He is very nervous as this is his first interview. His sister Laksmi is helping him prepare. Let us observe and learn!

Ravichandran: What Is an Interview?

Laksmi: An interview is a conversation between two or more people (the interviewer and the interviewee) where questions are asked by the interviewer to obtain information from the interviewee.

Ravichandran: What is the purpose of the interview?

Laksmi: An employer needs to find out if you are the best candidate for the job. You also need to find out if this is a good opportunity for you. Hence, interview is the best opportunity for you and the company

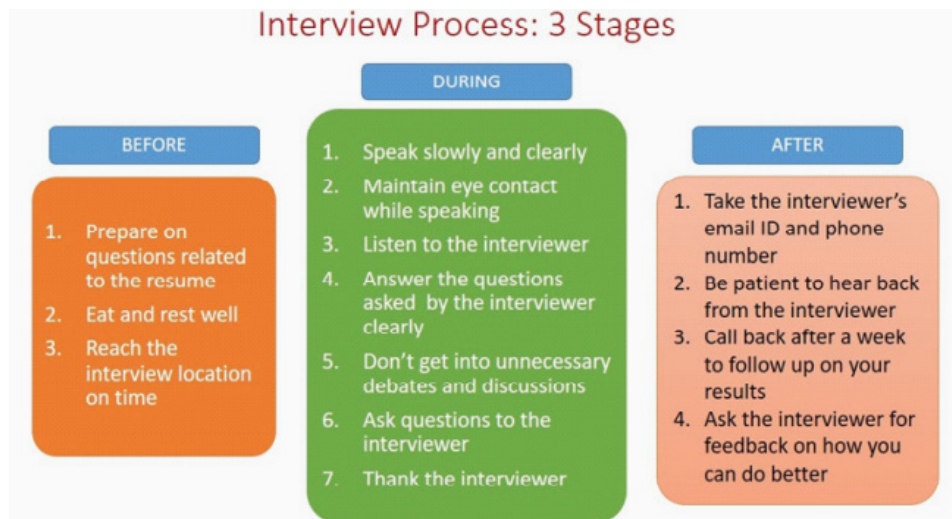
to understand each other. The interviewer will ask you some questions to understand your knowledge, the skills you have and also to test your attitude. You can also ask questions to the interviewer.

Ravichandran: How should I prepare? I am scared!

Laksmi: Interviews make a lot of people nervous. So don't worry, the more you prepare, the less scared you will be. There are 3 stages to the interview process: Before, During and After

JOB DESCRIPTION

A job description or JD is a written narrative that describes the general tasks, or other related duties, and responsibilities of a position to be filled up by Interview process.



Ravichandran: What should I take to the interview?

Laksmi: Here is a checklist for you

- Multiple copies of the resume.
- Original & photocopies of the educational qualification certificates.
- Photographs
- ID proofs
- Experience certificates, if any.

Ravichandran: What should I wear to the interview?

Laksmi: Here is a checklist for you

- Neatly ironed, formal clothes
- Be tidy and maintain hygiene
- Comb your hair well
- Wear well polished shoes

Ravichandran: How do I prepare for the interview?

Laksmi: Here is a checklist for you

1. Read the job description.
2. Read about the company.
3. Attend mock interviews.
4. Prepare for few of the general questions given below:

Tell me about yourself

What do you know about the company?

Why are you interested in this job?

What is your previous experience?

What are strengths and weaknesses?

Why should I hire you?

What is your salary expectation?

ACTIVITY 1

Practise your responses for the above mentioned questions and get reviewed by the trainer.

QUESTIONS TO THE STUDENTS

Observe when your Brother/Sister prepare for an interview. List out the things they did correctly and one's they made a mistake. Note them here according to your view.

CORRECT

WRONG

8. PREPARING FOR AN INTERVIEW

Objectives

At the end of this lesson, you shall be able to:

- Discuss how to prepare for an interview
- Explain how to follow up after the interview

INTRODUCTION

The success in a job interview depends a great deal on how you prepare for it. Interview preparation primarily involves researching the job and the company and thoughtfully considering your answers to the interview questions. In addition to pre-interview preparation, there are certain aspects you should prepare for during and after the interview. Here, we shall have a look at the steps involved in preparing for a job interview and some actionable tips to improve your chances of success



1. Pre-interview preparation

- **Review the job description**

- Read the job description to thoroughly understand how the employer has described the position and the type of candidate they are looking for.

- **Consider your eligibility for the job**
 - Assess your qualifications and experience relevance to the job you are applying for.
- **Learn more about the company**
 - Get in-depth information about the company through its website, social media pages, employee reviews and other online sources. Find out about its mission, management, work culture, the types of products it offers and the types of clients it serves
- **Prepare a list of expected interview questions**
 - Make a list of common interview questions for the given position and frame thoughtful and impressive responses to questions. Below are some of the sample questions:
 - Tell me about yourself.
 - Why do you want this job?
 - What are your strengths and weaknesses?
 - Where do you see yourself in five years?
- **Practice mock interviews**
 - No matter how well you prepare, it is natural to feel anxious and overwhelmed at the time of the interview. Mock interviews can help to overcome this hurdle. This can help you to boost your confidence
- **Organise your documents**
 - Always helps to keep hard copies of all your documents, just in case the interviewer needs them for

easy access. Take a printout of your resume and cover letter.

- **Update your social media profile**
 - Employers often check your social media presence to get an idea about your personality and background. Make sure you have an updated profile.
- **Make travel arrangements**
 - Familiarise yourself with the location of the company and the distance and the time it would take to commute, plan your timing and decide on the mode of transport.
- **Decide on your interview dress**
 - Choose a formal dress that you would be wearing for the interview. Make sure the clothes are clean and wrinkle-free.

2. During-interview preparation

- **Reach the location early**
 - Reach the venue a few minutes before the schedule. It will give you some time to rest and relax.
- **Be mindful of your body language**
 - Be firm and confident while speaking to the interviewer. Be mindful of your body language while interacting with the receptionist or HR executive.
- **Ask thoughtful questions to the interviewer**
 - Most interviewers would give you an opportunity to clarify your doubts and queries. If you have any doubts, get them clarified towards the end of the interview

3. Post-interview preparation

- **Analyse your performance**
 - After you come back from the interview, take out a few minutes to analyse how you performed and what areas could have been better.
- **Write a Thank-you note to the interviewer**
 - Send a thank-you note to the interviewer if possible. (Mostly via mail would be preferred)
- **Inform your references (if you have mentioned any reference in your resume)**
 - If you have given any references in your resume, make sure you inform them.
- **Follow up with HR regarding the status.**
 - If you do not get to hear from the company within the expected time, you should follow up with the HR department on the outcome of the interview. You can do so through phone or email.

ACTIVITY 1

Find out some online links regarding how to prepare for an interview

9. MOCK INTERVIEWS

Objectives

At the end of this lesson, you shall be able to:

- Discuss how to prepare for an Mock interview
- Explain weaknesses and to know how to fix them

- Facilitate an environment for practising and becoming perfect

INTRODUCTION

A mock interview, also known as a practice interview, is a simulation of an actual job interview. It provides job seekers with an opportunity to practice for an interview and receive feedback on their interviewing skills. A mock interview helps you learn how to answer difficult questions, develop interview strategies, improve your communication skills, and reduce your stress before an actual job interview.

Different Types of Mock Interviews:

- Mock telephone interviews
- Mock offline or face-to-face interviews (career counsellors or Trainers or Peers)
- Online mock interview (video call)

Preparation for a mock interview

Mock interviews should be taken as seriously as the real one. Some of the suggestions are given below:

- **Practise with the right mock interviewer**
 - Choose the right person in your field for the mock interview so he can probe you in your domain and will provide a valuable suggestion.
- **Interview with multiple people**
 - The more you take mock interviews, the more confident you will feel during the real interview.
- **Recreate the interview setting**
 - Create an interview setting like telephone or online or face-to-face

as that of a real interview. This will help you to understand the difficulties faced and strategize to perform better in real interviews.

- **Research the company before the interview**
 - Do your homework about the company and management so that various interviewers could ask different questions which will make you comfortable during the real interview.
- **Dress well for the interview**
 - First impression is the best impression, so dress appropriately for the occasion. Your attire needs to be comfortable so that you can be at ease during the interview.
- **Have your resume and other materials at hand**
 - Have your resume and other documents ready so that you will be comfortable with what the interviewer is looking for in real time.
- **Record the mock interview**
 - Record the mock interviewer's feedback about your interview performance and it will help you to review your performance by yourself.
- **Review your recording**
 - Review the tone, attitude and the answers of the mock interview. Repeat it until you get the right method of performing in a real interview.

ACTIVITY 1

MOCK INTERVIEW EVALUATION

Student: _____

Date of Interview: _____

Interviewer: _____

Rate the interviewee on a scale of 1 (lowest) to 5 (highest) in the following areas.

Nonverbal Behaviors

| | | | | | |
|-----------------------------------|---|---|---|---|---|
| Dressed Appropriately | 1 | 2 | 3 | 4 | 5 |
| Firmly shook hands of interviewer | 1 | 2 | 3 | 4 | 5 |
| Maintained eye contact | 1 | 2 | 3 | 4 | 5 |
| Maintained good posture | 1 | 2 | 3 | 4 | 5 |
| Used appropriate hand gestures | 1 | 2 | 3 | 4 | 5 |

Verbal Behaviors

| | | | | | |
|---|---|---|---|---|---|
| Listened closely to questions | 1 | 2 | 3 | 4 | 5 |
| Answered questions concisely and completely | 1 | 2 | 3 | 4 | 5 |
| Greeted interviewer | 1 | 2 | 3 | 4 | 5 |
| Thanked the interviewer | 1 | 2 | 3 | 4 | 5 |
| Displayed enthusiasm | 1 | 2 | 3 | 4 | 5 |
| Focused on strengths | 1 | 2 | 3 | 4 | 5 |
| Acted politely throughout the interview process | 1 | 2 | 3 | 4 | 5 |
| Stayed Calm | 1 | 2 | 3 | 4 | 5 |
| Asked appropriate questions | 1 | 2 | 3 | 4 | 5 |
| Spoke clearly and was audible | 1 | 2 | 3 | 4 | 5 |

Additional Comments: Things that went well, areas to improve on _____

QUESTIONS TO THE STUDENTS

Conduct a mock interview among your friends for an temporary job. Note your observation here.

KWL CHART

Complete I learned columns of KWL chart now and check with your facilitator if you have any doubts.

ASSESSMENT

1. Choose The Following

1. World of Work is the world of the

- _____
- A. Job
- B. Career
- C. Workplace
- D. Occupation



2. _____ is a lifelong journey in which an individual learns skills, and use those skills with knowledge, and gain experience in a particular field or industry to earn money

- A. Career
- B. Job
- C. Skill
- D. Employee

3. SMART stands for Specific, _____, Achievable, Realistic and Time-based

- A. Material
- B. Measurable
- C. Moving
- D. Moderate

4. The first reason for _____ is being a misfit to the role

- A. Acceptance

B. Employment

C. Rejection

D. None of the above

5. A _____ is a brief written account of personal, educational, and professional qualifications and experience, as prepared by an applicant for a job

- A. Resume
- B. Cover Letter
- C. Application
- D. None of the above

6. A _____ is your first mode of introduction to your prospective employer

- A. Resume
- B. Cover Letter
- C. Application
- D. None of the above

7. _____ of Resume helps to overcome the faults

- A. Review
- B. Reject
- C. Publish
- D. All the above

8. _____ is the most popular mode used to select employees for an organization
- A. Interview
 - B. Recommendation
 - C. Reference
 - D. None the above
9. The success in a job interview depends a great deal on how you _____ for it
- A. Prepare
 - B. Perform
 - C. Practice
 - D. All the above
10. A _____ interview is also known as practice interview
- A. Mock
 - B. Review
 - C. Real
 - D. All the above

II. Answer the Following

1. Define the World of Work.
2. Differentiate between Job and Career.
3. How do you set goals for your career?
4. What do you mean by job rejections?
5. Mention any 3 reasons for job rejections.
6. Define resume.
7. List out different types of resumes.
8. What do you mean by Review of Resume?
9. List out any 3 interview skills that you are good at.
10. What do you mean by interview preparation?

III. Answer the Following

1. What is the World of Work and why is it important to study?
2. Differentiate between Job, Occupation and Career with suitable examples.
3. What is Goal Setting? and how do you set the same for your dream desired job?
4. Set Goals for your career by using the SMART method.
5. Define job rejections and elaborate how to overcome job rejections.
6. Help building a resume for your friend by taking into consideration all the learnings.
7. Review your friend's resume with the steps you have gone through.
8. Right Interview skills fetch the job. Elaborate what skills of yours will get you the aspired job.
9. List out the three stages of interview preparation by taking yourself as an example.
10. Define mock interviews and elaborate how you would prepare for the mock interview.