

EMPLOYABILITY SKILLS

MODEL QUESTION PAPER-I

DURATION:3.00Hrs

REG NO._____

- INSTRUCTIONS:** i) Check if all the answers are properly marked before submitting.
ii) If any content during printing is missing from the paper inform the same to Invigilator.
iii) Use black or blue ball pen for writing and marking. Use pencil for drawing pictures

PART I

15 X 1 = 15

NOTE: (i) Answer all the questions. (ii) From all the given answer choose the best option for the space marked empty in the question

1. Interpersonal _____ skills include_____ skills
(A) Communication (B) Team work
(C) Problem solving (D) All the above
2. Whose book _____?
(A) is on the table? (B) are on the table?
(C) are on the tables?
(D) Is on the tables?
3. Communication that involves exchanging information without use of words is called.....
(A) Verbal communication
(B) Non verbal communication
(C) Written communication
(D) Pictorial communication
4. Which one is not a storage device?
(A) Printer (B) Video tape
(C) USB flash drive (D) Memory
5. In economic growth, role of an entrepreneur is to
(A) generate unemployment
(B) stagnate standard of living
(C) improve per capita income
(D) unbalance the regional development
6. GDP is calculated in_____ basis
(A) Monthly (B) 6 Months once
(C) Annually (D) 5 Years once
7. _____is the first step towards personal growth
(A) Attitude (B) Time management
(C) Self-awareness (D) Reflection
8. Money is a commodity that is accepted as a medium of _____ exchange
(A)Economic (B)Social
(C)Personal (D)Equity
9. Choose the correct benefit of ATM
(A) Increased convenience
(B) Increased time taken
(C) Increased risk of security
(D) Decreased Convenience
10. World of Work is the world of the _____
(A) Job (B) Career
(C) Workplace (D) Occupation
11. A _____ interview is also known as practice interview
(A) Mock (B) Review
(C) Real (D) All the above
12. Fill in the grammer. We _____from the same city
(A) is (B) Are (C) Am (D) The

13. Which of the following should be avoided while talking in a group?
 (A) Maintaining eye contact
 (B) Memorizing speech
 (C) Feel energetic
 (D) Stand rigidly
14. Mobile communication technology used in 2021 is_____
 - (A) 4G (B) 3G
 - (C) 5G (D) Both A and C
15. Paid form of ideas, goods and services are called_____
 - (A) Publicity (B) Good will
 - (C) Public relation (D) Advertisement

PART II **6 X 2 = 12**

NOTE: (i) Answer any 6 questions. (ii) Question no 8 is compulsory

16. How can a person inherit hard skills?
17. Rearrange the words to form correct sentences.
 - a. my faster minutes is watch five yours than
 - b. we at the movie are leaving for one
18. What is Professional Networking?
19. Explain entrepreneurial motivation.
20. What is risk analysis?
21. Define different types of media?
22. List out the traits of a good role model.
23. Define Currency
24. List any two Do's and Don'ts of Digital Banking

PART III **6 X 3 = 18**

NOTE: (i) Answer any 6 questions. (ii) Question no 5 is compulsory

25. Differentiate classroom learning and self learning
26. Differentiate - RAM and ROM.

27. Differentiate between bias and discrimination.
28. Differentiate between Job and Career.
29. List out any 3 interview skills that you are good at.
30. What are the 3P's of public speaking?
31. Expalin search engine and internet safety.
32. Mention some of the purposes of advertisement.
33. List any 3 mobile payment apps.

PART IV **5 X 5 = 25**

NOTE: Answer all the questions.

34. Mention some ways in which you can improve your interpersonal skills.

(OR)

35. Differentiate constructive and destructive criticism.

36. What is an Internet Browser? Mention their types.

(OR)

37. List some of the functions of MSME.

38. Explain the steps involved in problem solving?

(OR)

39. Explain the different resources in productivity

40. Devise a strategy to create popularity for your school through any media of your choice.

(OR)

41. Respecting others is the key to success. Comment

42. Mention the Security features of various Mobile Payment Apps

(OR)

43. Right Interview skills fetch the job. Elaborate what skills of yours will get you the aspired job.

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MODEL QUESTION PAPER-II

DURATION:3.00HRS

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INSTRUCTIONS: i)Check if all the answers are properly marked before submitting. ii)If any content during printing is missing from the paper inform the same to Invigilator. iii) Use black or blue ball pen for writing and marking. Use pencil for drawing pictures

PART I

15 X 1 = 15

NOTE: (i) Answer all the questions. (ii) From all the given answer choose the best option for the space marked empty in the question

1. Self learning is a _____effort
 - (A) Teachers
 - (B) Group
 - (C) Individual
 - (D) Team
2. The dog sprang _____ him.
 - (A) On
 - (B) Upon
 - (C) in
 - (D) Under
3. Which one of the following is a barrier to speaking?
 - (A) Confidence
 - (B) Nervousness
 - (C) Calmness
 - (D) Friendliness
4. _____ technology is used for communications over large distances wirelessly
 - (A) Mobile communication
 - (B) Land communication
 - (C) Communication
 - (D) All the above
5. MSME stands for
 - (A) Micro, Scale and Medium Enterprises
 - (B) Macro, Small and Medium Enterprise
 - (C) Micro, Small and Medium Enterprise
 - (D) Minor, Small and Medium Enterprise
6. In “SWOT” analysis, “S” stands for
 - (A) Success
 - (B) Strength
 - (C) Survey
 - (D) Service

7. For money withdrawal, a cheque must have
 - (A) Signature of Recipient
 - (B) PAN card no. of account holder
 - (C) Signature of account holder
 - (D) None of these
8. 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
9. SMART stands for Specific, _____, Achievable, Realistic and Time-based
 - (A) Material
 - (B) Measurable
 - (C) Moving
 - (D) Moderate
10. Who is _____?
 - (A) Knocking at the door
 - (B) Knocks at the door
 - (C) Knock at the door
 - (D) Knocks at the doors
11. The gesture "Quick tilt of head" represents _____
 - (A) Boredom
 - (B) Confidence
 - (C) Interest
 - (D) Insecurity
12. MS power point is a software of _____
 - (A) Google
 - (B) Apple
 - (C) Android
 - (D) Microsoft
13. _____ is the way to decide which task is more important.
 - (A) Solution
 - (B) Prioritizing
 - (C) Attitude
 - (D) Stress
14. In barter system, humans used to transact with the help of _____
 - (A) Money
 - (B) Cards
 - (C) Goods
 - (D) All the above
15. A _____ is the first mode of introduction to your prospective employer.
 - (A) Resume
 - (B) Cover letter
 - (C) Application
 - (D) None of the above

PART II

6 X 2 = 12

NOTE: (i) Answer any 6 questions. (ii) Question no 8 is compulsory

16. Define email.
17. What is Team Work?
18. Define resume.
19. What do you mean by conflict?
20. What is a storage device? Give some examples.
21. Define entrepreneur and entrepreneurship.
22. Write the formulae to calculate GDP.
23. Relate the term violence with suitable examples.
24. How do you set goals for your career.

PART III**6 X 3 = 18**

NOTE: (i) Answer any 6 questions. (ii) Question no 5 is compulsory

25. What is Excel? List out its features
26. When you are stressed from doing too much homework, Provide a response in positive and negative ways.
27. What are the skills required for Collaboration?
28. Describe about your captain/leader in 3 sentences.
29. List the importance of teamwork in workplace.
30. List some Input and output devices of a computer
31. Expand 4A's of stress management.
32. What do you mean by understanding the world around us
33. List the types of bank accounts.

PART IV**5 X 5 = 25**

NOTE: Answer all the questions.

34. What are the factors you will consider before choosing a career?

(OR)

35. List the various gestures involved in body language and what it means.
36. Mention the types of popular online job sites.

(OR)

37. What is KYC documents? Why they need to be submitted to the bank when opening an account.
38. Describe ATM and its purpose

(OR)

39. Review your friend's resume with the steps you have gone through.
40. What is Goal Setting and how do you set the same for your desired job.

(OR)

41. Describe and give necessary details about the places you visited as a picnic or shopping mall or gym or a village.
42. List the 7C's of communication used in public speaking

(OR)

43. What is Internet browser? Mention their types.