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Reg. No.

II Semester M.B.A. (Day and Eve.) Degree Examination, December - 2023

MANAGEMENT

Employability Skill Development-II

(CBCS Scheme 2019 Onwards)

Paper : 2.7

Time : 3 Hours **Maximum Marks : 70**

SECTION - A

Answer any Five questions from the following. Each question carries 5 marks. **(5×5=25)**

1. What do you mean by communication skills? Explain the different types of communication skills?
2. What is group discussion? Explain the purpose of group discussion.
3. Mention the applications of MS World for office work.
4. What is conditional formatting in Excel? Explain the features of conditional formatting?
5. What is business presentation? Mention the role of presentation in Business?
6. Define business etiquette? Explain various types of business etiquette.
7. What is Training Need Analysis? Explain the steps to conduct T.N.A?

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SECTION - B

Answer any Three questions from the following. Each question carries 10 marks. **(3×10=30)**

8. What do you mean by a job interview? Mention the different types of interviews.
9. What do you mean by mail merge? Denote the step-by-step process to create mail merge?
10. Discuss on the skill development activities on Leadership and team building?
11. What do you mean by Digital skills? Explain the importance of digital skills in business?

[P.T.O.

SECTION - C

12. Compulsory Case Study: **(1×15=15)**

Aarav is a recent graduate with a degree in Computer science. He has excellent technical skills and has completed several internships during his time at university. However, despite his strong academic background, he is struggling to secure a job in his desired field. After Several unsuccessful job applications and interviews, John decides to seek advice from a career counsellor.

Questions:

a) Identify and discuss employability skills that John may need to improve to increase his chances of securing a job in the tech industry.

b) How might Aarav demonstrate these skills during the job application and interview process to make himself a more attractive candidate to potential employers?

c) Suggest specific strategies of resources that Aarav could utilize to develop and enhance these employability skills.

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