

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

**M.Sc.(SIM) (Sem.-4)**  
**EMPLOYABILITY SKILLS MANAGEMENT**

Subject Code : PTA-202

Paper ID : [C0617]

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTION TO CANDIDATES :**

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

**SECTION-A**

**1. Explain the following terms :**

- a) Assertive Behaviour.
- b) Effective Communication.
- c) Interpersonal Communication.
- d) Team Building.
- e) Team Conflict.
- f) Online Interview.
- g) Team Leadership.
- h) SMART.
- i) External Components of SWOT analysis.
- j) Short Term Goals.

### **SECTION-B**

2. Differentiate Assertive and Aggressive Behaviour. Which one is superior and why?
3. What is the importance of a Team? Write down the various characteristics of successful Team Building.
4. What is a Goal? What is the importance of Short and Long-Term Goals?
5. Describe a situation where you have led a Team. What challenges did you face and how did you overcome them?
6. What is an Interview? Explain the various types of Interviews?

### **SECTION-C**

7. What is a SWOT Analysis? How do we determine the four major components of SWOT Analysis? Do a SWOT Analysis of your own.
8. What do you mean by Team Motivation? What are the various stages of Team Development? Explain.
9. What are the various properties of Resume Writing? Make a proper Template including the Cover Letter.