

**End Semester/Reappear (Semester II) Examination July 2022**

**Programme: BBA**  
**Subject: Professional Skills**  
**Subject Code: 40B.153**  
**Enrollment No: \_\_\_\_\_**

**Full Marks: 70**  
**Time: 3 Hrs.**

**Section I**

- 1. Short Answer type questions. Answer any four. 4 x 5 = 20**
- Describe common errors people generally make in preparing their resume.
  - Explain the process of Group Discussion.
  - Discuss how to do self-assessment.
  - Compare fear of being judged and social anxiety disorder.
  - Define etiquettes with examples.
  - Explain digital modes of transmitting information in a formal setting.

**Section II**

- Long Answer type questions. Answer any three. 3 x 10 = 30**
- Compare resume and CV. Prepare your resume that includes all its components.
  - Discuss the common errors candidates usually makes during an interview.
  - Analyze the various sources of career information.
  - Discuss various presentation tools that can be used during a presentation.
  - Evaluate active listening strategies to encourage sharing of ideas.

**Section III**

- Application based questions. Answer any one. 1 x 20 = 20**
- Evaluate Situation, Task, Approach and Response (STAR Approach) for facing an interview. Use an example while evaluating the approach.
  - Evaluate how to explore career opportunities.
  - Formulate the brainstorming techniques to promote idea generation.

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