



PRACTICE SET
End Semester Examination, December, 2025

Program: BBA

Semester: III

Course: Professional Skills

Course Code: 11AEC201

COURSE OUTCOME

Course Outcomes	Description
CO1	Being able to draft a resume and handling a job interview
CO2	Being able to understand the process of a GD and exploring job opportunities
CO3	Being able to understand the importance of oral presentation & brainstorming
CO4	Developing team skills like listening , trust and collaboration , social and cultural etiquette

SECTION A (5 MARKS)

UNIT 1

1. List the essential components of a good resume. **CO1 (Remember) [BTL LOT]**
2. Discuss few resume errors and steps to avoid them. **CO1 (Understand) [BTL LOT]**
3. Define an interview and list its main types. **CO1 (Remember) [BTL LOT]**

4. Describe STAR approach in interview preparation. **CO1 (Understand) [BTL LOT]**
5. State the open ended and closed ended questions in an interview. **CO1 (Remember) [BTL LOT]**

UNIT 2

6. Explain group discussion. **CO2 (Understand) [BTL LOT]**
7. State the basic rules of participating in a GD. **CO2 (Remember) [BTL LOT]**
8. List two common errors made by participation in GD. **CO2 (Remember) [BTL LOT]**
9. Explain the importance of knowing yourself and identifying personal characteristics. **CO2 (Understand) [BTL LOT]**
10. Discuss the different sources of career information available. **CO2 (Understand) [BTL LOT]**

UNIT 3

11. Define Presentation skill. List any four types of presentations. **CO3 (Remember) [BTL LOT]**
12. Compare between internal and external presentation. **CO3 (Understand) [BTL LOT]**
13. Explain presentation tools? Give two examples. **CO3 (Understand) [BTL LOT]**
14. Define brainstorming. **CO3 (Remember) [BTL LOT]**
15. Discuss the outcome of brainstorming. **CO3 (Understand) [BTL LOT]**

UNIT 4

16. Explain the term collaboration. **CO4 (Understand) [BTL LOT]**
17. Define listening as a team skill. **CO4 (Remember) [BTL LOT]**
18. Define etiquette. **CO4 (Remember) [BTL LOT]**
19. Compare etiquette with manners. **CO4 (Understand) [BTL LOT]**
20. Discuss corporate etiquette and social etiquette. **CO4 (Understand) [BTL LOT]**

SECTION B (10 MARKS)

UNIT 1

21. Differentiate between a CV, Resume and Bio-data with examples. **CO1 (Analyse) [BTL HOT]**

22. Draft a resume for the post of a junior engineer in a company. **CO1 (Create) [BTL HOT]**
23. Discuss the common errors made during an interview. **CO1 (Understand) [BTL LOT]**
24. A candidate is required to maintain certain characteristics to ensure that he gets the job he has applied. State the characteristics. **CO2 (Remember) [BTL LOT]**

UNIT 2

25. Explain the importance of teamwork and communication in GD. **CO2 (Analyse) [BTL HOT]**
26. Describe the types of group discussion. **CO2 (Remember) [BTL LOT]**
27. Discuss the procedure and stages of a group discussion. **CO2 (Understand) [BTL LOT]**
28. Group discussion is one of the steps in interview process. Explain the importance of group discussion. **CO3 (Analyse) [BTL HOT]**

UNIT 3

29. What are the steps involved in making an effective presentation. Evaluate. **CO3 (Evaluate) [BTL HOT]**
30. Apply suitable techniques for handling unexpected questions during a presentation. **CO3 (Analyse) [BTL HOT]**
31. Explain: (a) Individual brainstorming (b) Group brainstorming **CO3 (Analyse) [BTL HOT]**
32. It is important to use proper body language while making a presentation. Discuss. **CO4 (Understand) [BTL LOT]**

UNIT 4

33. 'Team Work helps in achieving the organizational goal.' Is it a myth or reality? Analyse. **CO4 (Analyse) [BTL HOT]**
34. Illustrate a few strategies to overcome fear of being judged. **CO4 (Apply) [BTL LOT]**
35. Describe about the role of digital channel in transmitting information. **CO4 (Remember) [BTL LOT]**
36. Explain the importance of time, place and adaptability of a diverse culture. **CO4 (Analyse) [BTL HOT]**

SECTION C (20 MARKS)

UNIT 1

37. Analyse why a well-structured resume leaves a strong first impression on employers. **CO1 (Analyse) [BTL HOT]**

38. Create a paragraph on the interview question, “Tell me something about yourself”. (10 lines) **CO1 (Create) [BTL HOT]**

UNIT 2

39. Compare your strengths and weaknesses. Are your weaknesses greater than strengths? What are the conversion strategies? **CO2 (Analyse) [BTL HOT]**

UNIT 3

40. Evaluate the role of brainstorming in generating new ideas. **CO3 (Analyse) [BTL HOT]**

UNIT 4

41. Explain listening as a skill. Discuss the advantage of listening skill. **CO4 (Analyse) [BTL HOT]**

42. Evaluate the barriers in the process of listening. **CO4 (Evaluate) [BTL HOT]**

43. Bring out the difference between ‘Listening as a team member’ and ‘Listening as a team leader’. **CO4 (Analyse) [BTL HOT]**

Summary Sheet

CO Wise

CO	Q. No	Marks
CO1	1,2,3,4,5,21,22,23,24,37,38	105
CO2	6,7,8,9,10,25,26,27,28,39	85
CO3	11,12,13,14,15,29,30,31,32,40	85
CO4	16,17,18,19,20,33,34,35,36,41,42,43	125
TOTAL		400

Unit Wise

Unit	Q. No	Marks
Unit 1	1,2,3,4,5,21,22,23,24,37,38	105
Unit 2	6,7,8,9,10,25,26,27,28,39	85
Unit 3	11,12,13,14,15,29,30,31,32,40	85
Unit 4	16,17,18,19,20,33,34,35,36,41,42,43	125
Total		400

Blooms Taxonomy Level (BTL) Wise

BTL	Q. No	Marks
LOT	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,23,24,26,27,32,34,35	170
HOT	21,22,25,28,29,30,31,33,36,37,38,39,40,41,42,43	230
TOTAL		400

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Disclaimer: - This is a Practice Set. The Question in End term examination will differ from the Practice set. This Practice set is meant for practice only.