

Practice Set
End Semester Examination, Spring- 2026

Program: Diploma
Semester: IV
Subject: Professional Skills
Subject Code: 40D.251

UNIT-I
Section: I (10 Marks)

1. Explain the concept of Individual Contribution in a Group Discussion.
2. Define Leadership Skills and Team Management in GD.
3. Discuss the role of Speaking and Listening Skills in effective Group Discussion.
4. Explain the need for adaptability and assertiveness in GD
5. Define Group Discussion (GD). Explain its importance in personal and professional development.
6. Describe the process of Group Discussion. What are the key stages involved?
7. Explain the concept of Interactive Oral Process in Group Discussion. Highlight its features and benefits.
8. How can one create a friendly, cooperative, and productive environment during a Group Discussion? Explain with examples.

Section: II (20 Marks)

9. Design various Interaction Strategies used in Group Discussion. How do they help in achieving group objectives?
10. Create the evaluation criteria used in Selection Group Discussion. How can a candidate perform effectively?

UNIT –II

Section: I (10 Marks)

11. Explain the concept of Negotiation.
12. Explain the given terms: (a) Adaptability (b) Attitude
13. Define Attitude. Discuss the ABC rule of attitude.
14. Define conflict handling technique.
15. Differentiate between problem solving and decision making.
16. Discuss in brief importance conflict handling skills for an employee. Discuss.
17. Differentiate between listening and speaking skills.

Section: II (20 Marks)

18. Explain listening as a skill. How is listening important in problem solving.

19. Evaluate the barriers in the process of communication.

Unit - III

Section: I (10 Marks)

20. Explain job search strategy.

21. Employment communication is the necessary tool for a candidate looking for a job. Is it true?

22. Describe the key highlights of a good resume.

23. Discuss few resume errors and steps to avoid them.

24. 'Manners and etiquettes play an important role in the interview process.' Discuss. As a fresher draft a resume of your own. .

25. What qualities and requirements should an employee look for in an Organization/Company?

26. Bring out the difference between resume and curriculum vitae

Section: II (10 Marks)

27. 'Resume is a reflection of one's personality.' Do you agree to this statement? Conclude your answer with suitable example.

28. 'Interview is the process of selecting the right person for the right job.' Is it a myth or reality? Explain.

UNIT – IV

Section: I (10 Marks)

29. Discuss the importance of Interview for a successful placement.

30. Define Face to Face interview.

31. Differentiate between group interview and group discussion.

32. Describe: (a) Teleconferencing (b) Video Conferencing.

33. Describe about the role of digital channel in job searching.

34. Explain the process of interview with the different types of interview

Section: III (20 Marks)

35. How to determine and address the needs of an employer? Discuss.

36. You have applied for the post of Unit Mine Manager in a Topa colliery. Recently you got a call from HR executive to face video conferencing interview on a given date.

Which preparations and skills you will adopt to get selected in the interview.

Prepared By: Prof. Priyanka Kumari

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