

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE

Regular Winter Examination – 2025

Course: B.Tech.

Branch : Common to all branches

Semester : III

Subject Code & Name: 25AF1000HM307A_Employability and Skill Development

Max Marks: 60

Date: 16/02/2026

Duration: 3 Hr.

Instructions to the Students:

1. Each question carries 12 marks.
2. Question No. 1 will be compulsory and include objective-type questions.
3. Candidates are required to attempt any four questions from Question No. 2 to Question No. 6.
4. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in () in front of the question.
5. Use of non-programmable scientific calculators is allowed.
6. Assume suitable data wherever necessary and mention it clearly.

	(Level /CO)	Marks
Q. 1 Objective type questions. (Compulsory Question)		12
1 Which resume format is best suitable for freshers? a) Chronological b) Functional c) Hybrid d) Academic		1
2 In presentation skills, the first step is a) Delivery b) Planning c) Evaluation d) Questioning		1
3 Chronological resume focuses mainly on a) Skills b) Hobbies c) Work experience order d) References		1
4 Personal presentation includes a) Dressing style b) Body language c) Grooming d) All of the above		1
5 Decision making requires a) Random choice b) Careful evaluation c) Emotional reaction d) Delay		1
6 An email subject line should be a) Blank b) Clear and specific c) Long paragraph d) Informal		1
7 A paragraph should begin with a) Conclusion b) Topic sentence c) Example d) Question		1
8 Reproduction of story tests a) Memory and comprehension b) Drawing skill c) Singing d) Typing speed		1
9 Debate differs from GD because debate a) Has two opposing sides b) Has no topic c) Is informal d) Is silent		1
10 Brainstorming means a) Criticizing ideas b) Generating multiple ideas c) Ignoring suggestions d) Taking decision		1
11 Evaluating actions means a) Checking results b) Ignoring outcomes c) Blaming others d) Avoiding review		1
12 Problem solving requires a) Patience b) Logical thinking c) Decision making d) All of the above		1

Q. 2 Solve the following.	12
A) Explain the concept of resume and curriculum vitae. Describe different types of resume formats.	6
B) What is a cover letter? Explain its structure and importance in job application.	6
Q.3 Solve the following.	12
A) “An employee feels overloaded with work but hesitates to speak to his manager. He silently accepts all tasks and becomes frustrated”. How can assertiveness help in this situation? Explain the difference between assertive and aggressive behavior.	6
B) Explain negotiation skills and discuss the qualities required for successful negotiation.	6
Q. 4 Solve Any Two of the following.	12
A) Explain the characteristics of technical writing. Why is it important in engineering and professional fields?	6
B) Explain the elements of effective paragraph writing and story writing.	6
C) Discuss the importance of grammar in effective communication.	6
Q.5 Solve Any Two of the following.	12
A) Explain different types of interviews and the skills required to succeed in them.	6
B) Explain the importance of group discussion in recruitment process. Describe types of group discussion.	6
C) Explain listening skills and discuss the fundamentals of good listening.	6
Q. 6 Solve Any Two of the following.	12
A) Discuss brainstorming as a problem-solving technique. State its advantages and limitations.	6
B) Describe how learning from mistakes improves problem-solving ability.	6
C) Explain the six-step problem solving model in detail.	6

***** End *****