

This Question Paper consists of 36 questions and 5 Printed pages.

Code No. **71/S/250/A/E**

Roll No.

[illegible]

EMPLOYABILITY SKILLS (250)

Serial No.

Day and Date of Examination

Signature of Invigilators 1.

2.

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the Question Paper.
2. Please check the Question Paper to verify that the total pages and total number of questions contained in the Question Paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.
3. For multiple-choice questions, choose the correct answer from the **four** options (A), (B), (C) or (D) and write it in your answer book.
4. Making any identification mark in the Answer-Book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.
5. (a) This Question Paper is in English/Hindi medium only. However, if you wish, you can answer in any one of the languages listed below :
English, Hindi, Urdu, Punjabi, Bengali, Tamil, Malayalam, Kannada, Telugu, Marathi, Oriya, Gujarati, Konkani, Manipuri, Assamese, Nepali, Kashmiri, Sanskrit and Sindhi. You are required to indicate the language you have chosen to answer in the box provided in the Answer-Book.
(b) If you choose to write the answer in the language other than Hindi and English, the responsibility for any errors/ mistakes in understanding the question will be yours only.
6. Candidate will not be allowed to take Calculator, Mobile Phone, Bluetooth, Earphone or any such electronic devices in the Examination Hall.
7. In case of any doubt or confusion in the question paper, the English version will prevail.
8. Write your Question Paper Code No. **71/S/250/A/E** on the Answer-Book.

71/S/250/A/E]

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UNNATI EDUCATIONS
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EMPLOYABILITY SKILLS (250)

Time : 3 Hours]

[Maximum Marks : 100

- Note :**
- (i) This Question Paper consists of Four Parts, viz., 'A', 'B', 'C' and 'D' containing 36 questions.
 - (ii) All questions are compulsory.
 - (iii) Read the instructions carefully before attempting questions.

Note :

- (1) Answers of all questions are to be given in the Answer - Book given to you.
- (2) 15 minutes time has been allotted to read this question paper. The question paper will be distributed of 02.15 p.m. from 02.15 p.m. to 02.30 p.m., the students will read the question paper only and will not write any answer on the Answer - Book during this Period.

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PART - A

Multiple Choice Questions :

1. What is ESCA? [1]
(A) Empathy, Search, Cognitive, Advice
(B) Empathy, Search, Collect, Advice
(C) Empathy, Search, Confront, Advice
(D) Empathy, Simple, Co-ordinate, Active
2. Software used to detect and prevent malicious computer virus is called as: [1]
(A) Application (B) Anti-virus
(C) System Software (D) Operating System
3. ROM is the short form of: [1]
(A) Random Only Memory (B) Read Only Memory
(C) Redo Only Memory (D) Report Only Memory
4. USP is the short form of: [1]
(A) United Selling Price (B) Unit Selling Price
(C) Unique Selling Price (D) Union Selling Price
5. Managerial function does not consist of: [1]
(A) Planning (B) Developing an idea
(C) Organizing (D) Co-ordination
6. The past tense of 'Break' is: [1]
(A) Broken (B) Breaked
(C) Breaken (D) Broked
7. _____ is used for continuous monitoring of a process: [1]
(A) Hammer (B) Binocular
(C) Check-List (D) Stop Watch
8. CSR stands for: [1]
(A) Complex Social Responsibility
(B) Corporate Skills Responsibility
(C) Corporate Social Responsibility
(D) Culture Social Responsibility



9. What is a sentence? [1]
- (A) A group of ideas that form a complete paragraph
 - (B) A group of words that communicate a complete thought
 - (C) A set of rules that we must follow to write correctly
 - (D) A set of words that contains all the basic punctuation Marks
10. Which Act lays down the conditions for layoff and retrenchment of workmen?[1]
- (A) Industrial Dispute Act, 1947
 - (B) Minimum Wages Act, 1948
 - (C) Workmen Compensation Act, 1923
 - (D) The Factories Act, 1948

PART - B

Very Short Answer Questions :

11. Explain the concrete experience learning mode. [2]
12. Mention any two qualities that an entrepreneur must possess. [2]
13. Differentiate between Recruitment and selection. [2]
14. Write the names of any two elements of inter-personal communication. [2]
15. What is digital identity? [2]
16. Mention any two social networking sites. [2]
17. How to file Cyber Crime complaint? [2]
18. What are the causes of accidents at workplace? [2]
19. How does HIV spread? [2]
20. State any two welfare measures to be provided by Employer under Indian Factories Act 1948. [2]

PART - C

Short Answer Questions :

21. Write any four contents of an opened spreadsheet in Excel. [4]
22. Enumerate the possible causes of failures in Industries. [4]
23. A successful entrepreneur has certain traits, skills and qualities. In the light of this statement, explain the various key traits of a successful entrepreneur. [4]



24. Differentiate between an article and a report. [4]
25. Fill in the blanks with correct past tense of verb: [4]
- (i) Rajesh has _____ in the Tourism Industry for five years. (work)
 - (ii) Before _____ a business, she did not know how to operate a computer. (establish)
 - (iii) Asha _____ to use a computer. (learn)
 - (iv) Suman's business is _____ quite successful. (be)
 - (v) The visitor _____ the doorbell. (ring)
26. Rehana has just started her new online business of cloths in Delhi. What are the various net etiquettes rules that she should follow while dealing in business? [4]
27. Briefly explain 5 S technique of quality management. [4]
28. Differentiate between Internet and website. [4]
29. Discuss the importance and need of Occupational Hygiene. [4]
30. Differentiate between Virus and Antivirus. [4]

PART - D

Long Answer Questions :

31. A cover letter creates a powerful first impression which can lead to your CV being read or set aside. State any four guidelines may be followed while writing a cover letter. [5]
32. Give five suggestions to prepare for an interview. [5]
33. E-commerce portals have a worldwide reach so the entire world becomes our market. In the light of this statement, explain any five advantages of e-commerce. [5]
34. What do you understand by business incubation? Discuss its process. [5]
35. Mention any five major barriers to communication. [5]
36. Differentiate between verbal and non-verbal communication. [5]

