

2207M004

**Bachelor of Vocation**  
**Program Name: Management Financial Services**  
**Subject: Employment Readiness**  
**Subject Code: BFS-711**  
**Semester: Sixth**  
**Session: - July 2022**  
**Theory (External): 70 Marks**  
**Time: 03 Hours**

**Instructions to the Students**

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of short/objective type in nature. All questions are compulsory. Each question carries 02 marks.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 10 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

Roll Number									

**SECTION -A (SHORT/OBJECTIVE TYPE QUESTIONS)**  
(10x2 = 20 Marks)

Very Short answers type (All questions are compulsory)

- A. Name any 5 social media web site/app which provide free job search and posting facility.
- B. What is daily planner?
- C. What are emotions related dysfunction?
- D. What are "Do's" and "Don't" for group discussion?
- E. What are FAQ's? describe briefly.
- F. What is self-awareness?
- G. What is the importance of dress and appearance?
- H. Define "Emotion out of control"?
- I. Who are time wasters and how to identify them?
- J. What is emotional development?

**SECTION -B (ESSAY TYPE QUESTIONS)**  
(5x10 = 50Marks)

Long answers type (Do any 5 and Q2.8 is compulsory)

1. What do you understand by time management? Please explain briefly.
2. Explain briefly about problems and its solving techniques?
3. What is intelligence? Describe about emotional intelligence and its 5 component.
4. What is the basic requirement and pre procedures for personal interview?
5. How social media is impacting on employment? Explain with some employment sites and apps.?
6. Please explain, how will you build a strong LinkedIn profile? Describe, how to join and interact with connections?
7. What is curriculum vitae and cover letter? Please write both letters for applying an executive position in marketing department.
8. What id J.D. (Job description) and how will you identify a suitable resume for any position?

===END OF PAPER===