

Employability Skills

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- 1) A great engineer has great Communication Skill. (True)
- 2) Ethical practice is an optional extra. (False)
- 3) Listening is a one way process. (False)
- 4) Hearing is a two way process. (False)
- 5) stress is only bad. (False)
- 6) CPD stands for Continuing Professional development. (True)
- 7) A great engineer pays close attention to detail.
- 8) Dedication to a particular work is called - Commitment
- 9) SMS - Short Message Service.
- 10) Polytechnics have not been set-up all over India. (False)
- 11) Employability Skills - ES are a set of basic, transferable skills that help a person get and keep a job. These include communication, teamwork, problem-solving, time management and adaptability.

The importance of employability skills is that they make you more adaptable and valuable in any job market.

13) Prepared a Curriculum Vitae (CV).

Ans) A Curriculum Vitae (CV) is a document that gives details about a person's education, skills, qualifications, achievements and work experience. It is used while applying for jobs.

→ Main parts of a CV :

- 1) Personal Details
- 2) Career objective
- 3) Educational Qualification
- 4) Skills
- 5) Work experience
- 6) Hobbies / Interests
- 7) Declaration
- 8) Signature

→ Importance of CV :

- Helps in getting a job interview.
- Shows qualifications and skills clearly.
- Creates a good first impression on employer.

→ Simple example of CV :

Name - Geeta Gariya

Mobile - 94xxxxxxx

Email - gariyageeta35@gmail.com

career objective :

To work in a good organization where I can improve my skills and knowledge.

Education :

Diploma in Information Technology
Government Polytechnic Nainital.

Skills :

Basic , C , C++ , Python , Java

Web development

HTML , CSS , JavaScript , Sql , PHP

Communication Skills

Hobbies :

Dancing , Travelling , Photography , Editing , Badminton

Declaration :

I hereby declare that the above information is true.

Signature :

Geeta Gariga

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14) What do you mean of stress? How to removing to Stress?

Ans) Stress is a mental or physical pressure caused by problems, work, studies, fear, or difficult situations. It affects a person's mind, body and behavior.

→ Causes of Stress -

- Exams pressure
- Family Problem
- Financial Problem
- Lack of Sleep
- workload
- Overthinking.

→ How to Remove Stress :-

- 1) Take proper rest and sleep.
- 2) Exercise or do yoga daily.
- 3) listen to Music
- 4) Talk to Friends or Family.
- 5) Eat Healthy Food.
- 6) Avoid Overthinking
- 7) Manage Time properly
- 8) Practice meditation and Deep breathing.

* Stress is common in life, but it can be controlled by positive thinking and healthy habits.

16) What do you mean of Seminar? Explain its type and importance of Seminar.

Ans) A seminar is a meeting or educational program where people discuss a particular topic to gain knowledge and share ideas.

It is usually conducted in colleges, schools, offices or organizations.

→ Types of Seminar

1) Educational Seminar - Related to studies and learning.

2) Business Seminar - Conducted for business training and management.

3) Motivational Seminar - Helps to increase confidence and motivation.

4) Technical Seminar - Based on technology and technical topics.

5) Web Seminar (- Webinar) - Conducted online through the internet.

→ Importance of Seminar

1) Improves knowledge and skills

2) Develops communication skills

3) Increase confidence

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- 4) Helps in sharing ideas and information.
 - 5) Improves Presentation Skills.
 - 6) Encourages teamwork and discussion.
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17) State some benefits of effective Communication.

Ans) Effective communication means sharing information, ideas, thoughts, or feelings clearly and correctly so that the other person can understand the message easily.

In simple words, when the sender and receiver understand each other properly, it is called effective communication.

Ex - If a teacher explains a topic clearly and students understand it properly, it is effective communication.

→ Benefits of Effective Communication

1. Improves understanding b/w people.
2. Reduces confusion and misunderstanding.
3. Builds good relationships.
4. Increases confidence and teamwork.
5. Helps in solving problems easily.
6. Improves productivity and work performance.
7. Creates a positive environment.
8. Helps in sharing ideas clearly.

18) Interview - An Interview is a formal conversation between an employer and a candidate to check the candidate's knowledge, skills, personality and suitability for a job or admission.

→ Types of Interview

- 1) Personal Interview - face-to-face Interview b/w one interviewer and one candidate.
- 2) Panel Interview - A group of interviewer asks questions to one candidate.
- 3) Telephonic Interview - Interview conducted through a phone call.
- 4) Online / video Interview - Interview conducted through internet apps like Zoom or Google Meet.
- 5) Group Interview - Many candidates are interviewed together at the same time.
- 6) Technical Interview - Questions are asked related to technical knowledge and skills.

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19) What do you mean by Project Management Software?

Ans) Project Management Software is a Software tool used to plan, organize, manage and complete Projects effectively. It helps teams to track work, manage time, assign tasks and improve productivity.

→ Types of Project Management Software

- 1) Desktop-based Software - Installed on a Computer.
- 2) Web-based Software - Works through the Internet browser.
- 3) Cloud-based Software - Data is stored online and can be accessed anywhere.
- 4) Mobile-based Software - used on smartphones and tablets.

→ Advantages

- o Saves time
- o Improves teamwork
- o Helps in task Management
- o Tracks project process easily.

→ Example - Trello, Asana, Microsoft Project.

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20) Suggest some tips for developing employability skills of employer.

Ans) Tips For Developing Employability Skills —

- 1) Improve Communication skills.
- 2) Learn Computer and technical skills.
- 3) Develop teamwork and cooperation.
- 4) Practice time management.
- 5) Build Self - Confidence.
- 6) Improve problem - solving ability.
- 7) Develop leadership qualities.
- 8) Maintain positive attitude.
- 9) Practice speaking and presentation skills.
- 10) Keep learning new knowledge and skills.

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21) What is the importance of technical education in industrial sector?

Ans) Technical Education provides Practical knowledge and skills related to machines, technology and industry work. It plays an Important role in the industry sector.

→ Importance —

1. Develop practical and technical skills.
2. Increases employment opportunities.

3. Improves industrial production and quality.
4. Helps in operating modern machines and technology.
5. Supports industrial growth and economic development.
6. Create skilled workers and technicians.
7. Encourages innovation and problem-solving.
8. Increases efficiency and productivity in industries.

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22) What is Professional ethics?

Ans) Professional ethics are the Moral rules and Principle that guide a person's behavior at the workplace or in a profession.

ex - Honesty, Discipline, Responsibility, Respect for others.

Importance -

Professional ethics help in maintaining trust, honesty and professionalism in work.

1. Builds trust and good reputation.
2. Maintains discipline at workplace.
3. Improves professional relationships.
4. Helps in fair and honest work.
5. Increase efficiency and responsibility.

23) What do you understand by the term ethics?

Ans) Ethics are the moral principles and values that guide a person to decide what is right and wrong. Ethics help people behave honestly, responsibly and respectfully in society and professional life.

Ethics teach us good behavior, discipline, fairness, and respect for others. They help in maintaining trust and good relationship among people.

→ Example of Ethics -

1. Honesty
2. Respect for others
3. Responsibility
4. Fairness

→ Importance of Ethics

- Helps in making correct decisions,
- Builds trust and discipline
- Improves personal and professional life

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24) Define the term listening.

Ans) Listening is the process of carefully hearing understanding and responding to the message

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Spoken by another person. It is an Important part of Communication.

Good listening requires attention, concentration, and understanding. A good listener not only hears words but also understands the meaning and feelings behind them.

→ Importance of Listening

1. Improves Communication
 2. Reduces misunderstanding
 3. Helps in learning and gaining knowledge.
 4. Builds better relationship.
 5. Improves teamwork.
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25) What is an oral Presentation?

Ans) An oral Presentation is a method of Presenting information, ideas, or knowledge by speaking in front of an audience. It is commonly used in classrooms, seminars, meetings and conferences.

An effective oral presentation requires confidence, clear speaking, proper body language, and good communication skills.

→ Importance of Oral Presentation:

1. Improves Confidence.
2. Develops Communication Skills.
3. Helps in Sharing knowledge clearly.
4. Improves public speaking ability.
5. Increases personality development.

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27) What is Time Management? and its advantages.

Ans) Time Management is the process of planning and organizing time properly to complete tasks and activities efficiently within a limited time. It helps a person use time wisely and complete work on schedule.

Good Time Management helps in balancing study work and personal life. It increase productivity and reduces stress.

→ Advantages of Time Management

1. Saves time and energy.
2. Reduces stress and pressure.
3. Improves productivity and efficiency.
4. Helps in completing work on time.
5. Increase discipline and focus.
6. Improves work quality.
7. Provides better work-life balance.

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28) What are the Functions of IPR ?

Ans) IPR (Intellectual Property Rights) are legal rights given to people for protecting their inventions, Creative work, designs, and ideas.

→ Functions of IPR :

1. Protects inventions and creative work
2. Gives legal ownership to creators and inventors
3. Encourages innovation and creativity,
4. Prevents copying and misuse of ideas,
5. Provides economic benefits to inventors,
6. Promotes research and technological development,

→ example of IPR -

- Patent
 - Copyright
 - Trade mark
 - Design Rights
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29) How do we make Communication effective?

Ans) Communication can be ~~mak~~ made effective by using clear and simple language so that the receiver can understand the message properly. Effective communication requires good language and ~~cor~~ listening, confidence, proper body

language, and correct understanding b/w sender and receiver.

→ Ways to make Communication effective

- 1) Use Simple and clear language
- 2) Listen Carefully
- 3) Manage eye contact and confidence
- 4) Avoid misunderstandings
- 5) Give complete and correct information.
- 6) Use proper tone and body language
- 7) Choose the right method of communication.

→ 30) What are the rules that a decision leader should follow?

Ans) A decision leader should follow certain rules to make proper and successful decisions for the team or organization.

→ Rules for a Decision leader

- 1) Understand the problem clearly.
- 2) Collect proper information before making decisions.
- 3) Think carefully and logically.
- 4) Be fair and unbiased.
- 5) Consider opinions of team members.
- 6) Take responsibility for decisions.
- 7) Make timely and practical decisions.

31) What do you understand by the term Motivation?

Ans) Motivation is the process of encouraging or inspiring a person to work with interest, confidence and energy to achieve goals.

Motivation helps people improve performance and achieve success in personal and professional life.

→ Types of Motivation —

- 1) Positive Motivation
- 2) Negative Motivation

→ Importance of Motivation

- 1) Increases Confidence
- 2) Improves performance
- 3) Encourages hard work
- 4) Helps in achieving goals.

32) What are the key elements of effective resource management?

Ans) Resource management means proper planning and use of available resources like time,

money, manpower and materials to complete work effectively.

→ Key Elements of Effective Resource Management

- 1) Proper planning
- 2) Time Management
- 3) Budget Control
- 4) Efficient use of resources
- 5) Team Coordination
- 6) Monitoring and evaluation
- 7) Proper distribution of work.

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33) List down the common methods of Job hunting.

Ans) Job hunting means searching for employment opportunities.

→ Common Methods of Job Hunting

- 1) Newspaper advertisements
- 2) online job portals
- 3) Company websites
- 4) Campus placement
- 5) Employment agencies
- 6) Social networking sites
- 7) References from friends and relatives
- 8) Job fairs and seminars.

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34) Define the diff. + Write down the Five Specific categories of norms.

Ans) Norms are rules or standards of behavior followed by people in society or organization.

→ Five categories of Norms

1) Social Norms - Social Norms are the rules of behavior accepted by society. They help people behave properly in social situations.

ex - Respecting elders
Following social manners.

2) Moral Norms - Moral norms are based on right and wrong behavior. They guide people to behave honestly and ethically.
ex - Speaking the truth.

3) Religious Norms - RN are rules and beliefs taught by religion. They guide people in spiritual and moral life.
ex - praying regularly,

4) Legal Norms - LN are laws made by the Govt. that people must follow. Breaking LN can lead to punishment.
ex - Following traffic rules.

5) Organizational Norms - ON are rules followed in workplace or organizations to maintain discipline and professionalism.

ex - Following company policies.

35) What is

Ans) A group discussion? why is group discussion important at student level?

Ans) A group discussion is a conversation among a group of people on a specific topic where participants share their ideas, opinions and knowledge. It is commonly used in colleges, interviews and professional fields.

→ Importance of Group Discussion at student level

- 1) Improves communication skills
- 2) Develops confidence and leadership qualities
- 3) Increases knowledge and awareness
- 4) Helps students express ideas clearly
- 5) Improves teamwork and listening skills

36) What is leadership? Explain any five qualities of leadership.

Ans) Leadership is the ability to guide, motivate and influence people to achieve a common goal. A leader helps the team work properly and encourages members to perform better.

→ Five Qualities of Leadership

- 1) Good Communication skills - A leader should communicate clearly with team members.
- 2) Confidence - A good leader should be confident while making decisions.
- 3) Decision-Making Ability - A leader should take quick and correct decisions.
- 4) Responsibility - A leader should take responsibility for team work and results.
- 5) Positive Attitude - A positive attitude motivates team members and creates a good environment.

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37) What is the role of an Engineer in Society?

Ans) Engineers play an important role in the development and progress of society. They use science and technology to solve problems and make human life easier and better.

→ Role of Engineers in Society

- 1) Develop new technologies and machines,
- 2) Helps in construction of roads, bridges and buildings.
- 3) Improve industrial production and efficiency.
- 4) Solve technical and environmental problems.
- 5) Support economic and social development.
- 6) Create innovative products and systems.

38) What are the personality? and what are the top three qualities of a Successful engineer?

Ans) Personality is the combination of a person's behavior, attitude, communication style, thinking, and emotions.
It reflects how a person behaves and interacts with others.

→ Top Three Qualities of a Successful Engineer

- 1) Technical knowledge - An engineer should have strong technical and practical knowledge.
- 2) Problem - Solving skills - An engineer should be able to find solutions to technical problems.

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3) Communication skills - Good communication helps engineers work effectively with teams and clients.

39) What are the general work rules to be followed by engineers at workplace?

Ans) Engineers should follow certain work rules to maintain professionalism, discipline and efficiency at the workplace.

→ General Work Rules

- 1) Maintain punctuality and discipline
 - 2) Follow safety rules and regulations,
 - 3) Respect seniors and coworkers,
 - 4) Complete work honestly and responsibly
 - 5) Maintain professional ethics.
 - 6) Work in teamwork and cooperation
 - 7) Follow company policies and instructions
 - 8) Keep workplace clean and organized.
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40) What is Resume? and what is the diff. b/w CV and Resume?

Ans) Resume - A Resume is a short document that contains a person's educational

qualification, skills, works experience, achievements and personal details. It is used while applying for a Job.

A resume gives a brief Summary of a Candidate's background and helps employers understand the Candidate's abilities and suitability for a Job.

→ Main parts of a Resume

- 1) Personal Details
- 2) Educational Qualification
- 3) Career objective
- 4) Work experience
- 5) Skills
- 6) Hobbies and Interests.

→ Diff b/w CV and Resume

CV	Resume
1) CV stands for Curriculum Vitae.	1) Resume means Summary.
2) It is detailed and lengthy.	2) It is short and concise.
3) Contains complete academic and professional details.	3) Contains only relevant skills and experience.
4) Mostly used for academic and educational jobs.	4) Mostly used for private and company jobs.
5) Includes achievements, research, and qualifications.	5) Focuses on Job-related information.

41) What is Trademark?

Ans) A Trademark is a Sign, like a logo, name or Symbol, that identifies a brand or product and protects it from being copied.

Example - The Nike shoes logo or the Coca-cola name are trademarks."

"A trademark is important because it identifies a brand or product and protects it from being copied by others. It helps build brand recognition and trust with customers. Without a trademark, another business could copy the name or logo, causing confusion."

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42) What is copyright?

Ans) Copyright is a legal protection for things like books, music or art. It means only the creator has the right to copy and use it.

Example - A novel by an author or a song by a musician is protected by copyright.

Copyright is used to protect original creative works like books, music or artwork ensuring ~~at~~ only the creator has the right to reproduce or distribute it.

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