QP CODE: D3BBA2401	**(Pages: 2)**	**Reg. No**	**: .....**
		Name	**: .....**

Third Semester FYUGP Degree Examination November 2025

Skill Enhancement Courses (SEC)

BBA3FS113 : Skills for Employability

(Credits: 3)

Time: 1.5 Hours **Maximum Marks: 50**

Section A

Answer the following questions. Each carries 2 marks (Ceiling: 16 marks)

1.	How can the results of a personality assessment like the MBTI (Myers-Briggs Type Indicator) be used in career exploration?	BL2	CO1
2.	What is the origin of the word 'resume'?	BL1	CO1
3.	Name two types of visual aids you could use in a business presentation and provide an example of when each would be appropriate.	BL1	CO1
4.	List the seven different angles of the SCAMPER technique.	BL1	CO2
5.	Give two examples of appropriate professional attire for a formal business meeting.	BL1	CO2
6.	List two key components that must be included in a personal career development plan	BL1	CO2
7.	Why is a consistent visual identity important for an online persona?	BL2	CO2
8.	Discuss the role of tone in business communication. Provide examples of an appropriate and an inappropriate tone for a rejection letter to a job candidate.	BL2	CO3
9.	A student wants to become a software developer. Identify two key steps they should take to start their personalized career plan.	BL3	CO3
10.	Differentiate between a primary source and a secondary source.	BL4	CO3

(PTO)

Section B			
Answer the following questions. Each carries 6 marks (Ceiling: 24 Marks)			
11.	You are advising a client who is considering a career change. Explain how they can use market analysis to assess the barriers to entry and the growth potential of their target industry.	BL3	CO1
12.	Compare and contrast general online job boards (like Indeed) with professional networking platforms (like LinkedIn) for the purpose of job searching. Highlight the unique advantages of each.	BL4	CO2
13.	You need to give a 10-minute presentation to your team on the latest project milestones. Outline the structure of your presentation, including the key points you would cover in the introduction, body, and conclusion.	BL6	CO3
14.	A project manager must make a difficult decision that will impact both the project timeline and employee morale. Justify which ethical decision-making approach—Utilitarian, Rights, or Virtue—is most appropriate for this scenario.	BL5	CO2
15.	"The CRAAP test is a more effective tool for evaluating sources than simply trusting the first result from a search engine." Justify this statement with a detailed explanation.	BL5	CO1
Section C			
Answer any one question. Each carries 10 marks (1 x 10 = 10 Marks)			
16.	Evaluate the importance of developing analytical and critical thinking skills for a business leader. How would a leader use these skills to make a major strategic decision, such as entering a new market? Provide a comprehensive analysis.	BL5	CO2
17.	What are the main benefits of using a "digital resume" compared to a traditional paper resume?	BL2	CO3
	CO : Course Outcome		
	BL : Bloom's Taxonomy Levels (1 – Remember, 2 – Understand, 3 – Apply, 4 – Analyse, 5 – Evaluate, 6 – Create)		