



ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION **AUTONOMOUS**

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END SEMESTER EXAMINATION – APRIL/MAY 2026

ENGLISH - IV SEMESTER BSC / BCA

25ECD4X: EMPLOYABILITY SKILLS FOR CAREER

DEVELOPMENT

Time: 1½ Hours.

Max. Marks: 40

Instruction: *Answer should be written completely in English*

SECTION - A

Answer all **FIVE** questions. Each question carries **TWO** marks.

(5X2=10)

1. Define self-awareness.
2. What is the "SMART" approach in goal setting?
3. Name any two skills required to get a job opportunity.
4. Identify and correct the errors in the sentences below.
 - (a) The manager is responsible of the team's performance. (Correct the preposition)
 - (b) The project includes three phases planning execution and review. (Correct the punctuation)
5. How to overcome nervousness in public speaking? Mention genuine practices that make you a better speaker.

SECTION - B

Answer any **FOUR** questions. Each question carries **FIVE** marks.

(4X5=20)

6. Mention conflict resolution styles in detail.
7. Apply the concept of digital identity to explain how a student can build a strong professional presence on platforms like LinkedIn.
8. Apply the 50/30/20 rule to a monthly income of ₹25,000. State the exact rupee allocation for needs, wants, and savings.
9. Discuss the role of empathy in professional settings and explain the different types of empathy.
10. Analyse how the five elements of voice modulation work together to create engaging delivery. Examine what happens with monotone delivery and explain how deliberate modulation transforms the impact of a speech.
11. Give a strategic approach for planning and preparing a speech.



SECTION - C

Answer any **ONE** question. Each question carries **TEN** marks.

(1X10=10)

12. Prepare your time activity log for one full day. Based on the time log, identify the major time wasters and explain how they affect your productivity. Suggest measures to reduce these time wasters.
13. **Job Advertisement:** "A company is looking for a Junior Office Assistant. The candidate should have basic computer skills, good communication skills, and the ability to work in a team."

Based on the above job advertisement, prepare a brief resume and write a cover letter applying for the position.

