

QP Code: D134901		Total Pages: 1	Name:
		Register No.	
THIRD SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2025			
(CUFYUGP)			
BBA3FS113 SKILLS FOR EMPLOYABILITY			
2024 Admission onwards			
Maximum Time: 1.5 Hours		Maximum Marks: 50	
Section A			
All Questions can be answered. Each Question carries 2 marks (Ceiling: 16 Marks)			
1	What are job portals? Give some examples.		
2	What do you mean by a stress interview?		
3	Define Employability Skills.		
4	What is a memo?		
5	What are positive and negative e-mail messages?		
6	What is a resume?		
7	What is the meaning of job hunt?		
8	What do you mean by a cover letter? What is its purpose?		
9	Define Career Exploration?		
10	What do you mean by a LinkedIn profile?		
Section B			
All Questions can be answered. Each Question carries 6 marks (Ceiling: 24 Marks)			
11	What are the different types of job application letters?		
12	Differentiate between chronological and skill-based resumes with examples.		
13	Explain the significance or importance of having a strong online presence in the job market.		
14	Discuss the importance of subject lines and tone in professional email communication.		
15	Write a note on the 'Flower Exercise' as a modern technique of career exploration.		
Section C			
Answer any ONE. Each Question carries 10 marks (1x10=10 Marks)			
16	Discuss the main stages of a job interview. Also, list out the do's and don'ts of a job interview.		
17	Describe the do's and don'ts of email etiquette and explain its importance in professional communication.		