

DIPLOMA WALLAH

Jharkhand University of Technology (JUT)

Professional Skills - Sample Paper 2

 [Join Our Official WhatsApp Group](#)

Full Marks: 70

Time: 3 Hours

Instructions:

- Answer any FIVE questions in which Question No. 1 is compulsory.
- All questions carry equal marks.
- Write answers in your own words as far as practicable.

Q1. Choose the correct option / answer of the following:

(7 × 2 = 14)

i. The 'T' in SWOT Analysis stands for:

- a. Team
- b. Time
- c. Threats
- d. Trust

ii. A Curriculum Vitae (CV) is typically:

- a. A concise 1-page summary of skills
- b. A detailed document covering entire academic and professional history
- c. Used only for marriage proposals
- d. A verbal presentation

iii. Consensus decision making means:

- a. The manager decides everything
- b. Voting where the majority wins and minority loses
- c. Reaching an agreement that is acceptable to all team members
- d. Flipping a coin

iv. Which of the following is a major barrier to active listening?

- a. Maintaining eye contact
- b. Interrupting the speaker
- c. Nodding in agreement
- d. Asking clarifying questions

v. Digital Ethics involves:

- a. Hacking into competitor's data
- b. The responsible, respectful, and safe use of technology
- c. Spreading unverified rumors on company groups
- d. Ignoring official emails

vi. What is the primary focus of 'Corporate Etiquette'?

- a. Organizing office parties
- b. Maintaining professionalism, respect, and proper conduct in the workplace
- c. Learning coding languages
- d. Designing the office interior

vii. The 'S' in the STAR interview method stands for:

- a. Strategy
- b. System
- c. Situation
- d. Strength

Q2. (14)

- A. Differentiate between a Curriculum Vitae (CV), a Resume, and a Biodata. [7]**
- B. Write a detailed note on Corporate and Professional Etiquette and discuss its importance in teamwork. [7]**

Q3. (14)

- A. What are the rules of brainstorming? Explain the principles of preparing Minutes of Meeting (MOM). [7]**
- B. What is internal communication? List and explain the modern digital tools used for transmitting information within an organization. [7]**

Q4. (14)

- A. Discuss the essential skills evaluated by a panel during a Group Discussion. What common errors should a candidate avoid? [7]**
- B. Explain the STAR approach for facing an interview with the help of an example. [7]**

Q5. (14)

- A. What are cognitive skills? Differentiate between cognitive and non-cognitive skills. [7]**
- B. Explain the different stages of problem-solving at the workplace. [7]**

Q6. (14)

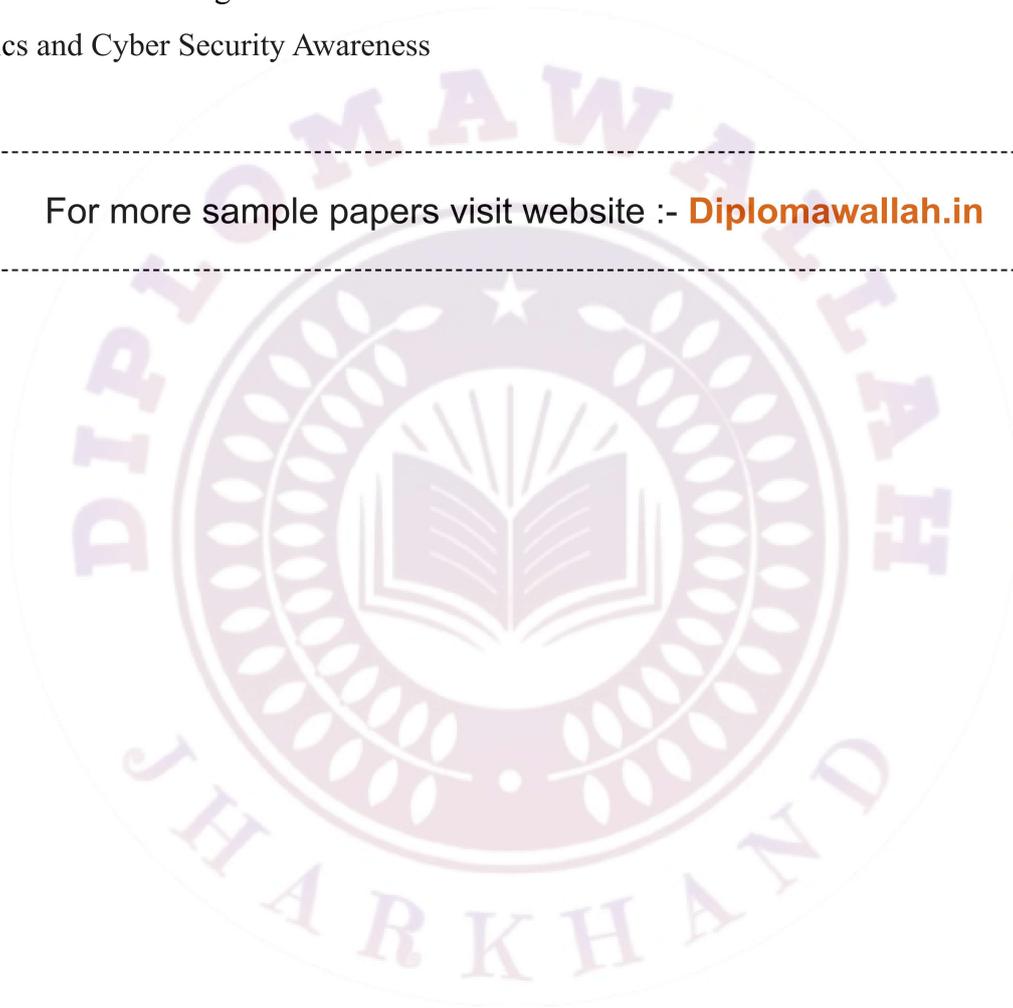
A. What is active listening? Discuss the strategies required to improve active listening as a team skill. [7]

B. What are the effective strategies a leader must adopt to build trust within a team? [7]

Q7. Write short notes on any FOUR of the following: (4 × 3.5 = 14)

- a. SWOT Analysis
- b. Signs of Social Anxiety Disorder
- c. Informative vs Persuasive Presentation
- d. Common errors in formatting a Resume
- e. Digital Ethics and Cyber Security Awareness

For more sample papers visit website :- Diplomawallah.in





Answer Key & Solutions

MCQ Answer Key

i(c), ii(b), iii(c), iv(b), v(b), vi(b), vii(c)

Model Answers (Hints)

- **Q2(A) CV vs Resume vs Biodata:** CV is a comprehensive academic/professional history (2+ pages). Resume is a targeted skill summary for jobs (1-2 pages). Biodata focuses on personal particulars.
- **Q4(A) GD Evaluation Skills:** Leadership, communication skills, logical reasoning, teamwork, and listening ability. Errors to avoid: Dominating, interrupting, losing temper.
- **Q6(A) Active Listening Strategies:** Eliminate distractions, do not formulate your reply while the other person is speaking, use non-verbal cues (nodding), and paraphrase to confirm understanding.
- **Q7(a) SWOT Analysis:** A strategic planning technique used to identify Strengths, Weaknesses, Opportunities, and Threats related to business competition or project planning. [Image of SWOT analysis matrix]
- **Q7(b) Signs of Social Anxiety:** Physical (trembling, sweating), Emotional (fear of judgment, panic), Behavioral (avoiding social interactions).
- **Q7(c) Informative vs Persuasive:** Informative teaches or explains facts clearly; Persuasive aims to change opinions or drive the audience to action.

Made with by Sagar Sangam