



with employment gaps or recent graduates.

3) Combination (Hybrid) Resume:-

Merges element of both Chronological and functional formats, highlighting key skills while also providing a detailed work history, useful for those with strong skill and experience but wanting to downplay employment gaps or job changes.

There are also specialized formats like targeted resumes (Customized for a specific job)

3) Q.N :- How to get prepared for the job interview?

Preparing for a job interview involves several key steps:-

1) Research the Company and Role

- understand the Company's mission, value, and recent news.
- study the job description and align your skills with the role's requirements.
- Check the Company website, LinkedIn and glassdoor for insights.

2) practice Common Interview Question

- Tell me about your self.
- why do you want to work here.

4) Show, Don't just Tell
Instead of simply listing skills demonstrate how you used them in your work experience.

Example

Strong Example: "Improved website traffic by 40% in six months through SEO optimization."

Weak Example: "Good at SEO."

5) Keep it Concise & Relevant

- Avoid listing irrelevant or outdated skills.
- Prioritize the most in-demand and job-specific skills.

2. Q.17

What are commonly used resume types & formats?

There are three commonly used resume formats:

1) Chronological Resume: The most common format, listing work experience in reverse chronological order (most recent job first). Best for those with a strong work history in a specific field.

2) Functional Resume: Focuses on skills and qualifications rather than work history. Ideal for career changers, those

Q.N.1 How to prepare an effective Resume?

1) your professional Skill Section should effectively showcase your abilities that are relevant to the job.

* Identify the Right Skills.

- Review the job description and match your Skill accordingly.
- Include a mix of hard skills (technical abilities) and soft skills (interpersonal strengths)

2) Categorize your Skills.

Organizing your skills make your resume easy to read. you can divided them into:

Example :-

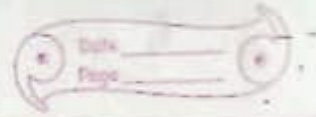
* Technical skills :- Data Analysis, Python, SQL

* Marketing skills :- SEO, Content Strategy, google Ads

Leadership skills :- team management, Conflict Resolution.

3) Use keywords for ATS optimization.

- Many Companies uses Applicant Tracking System (ATS) to Scan resumes.
- Ensure you use keywords from the job posting to match their criteria.



Q) D.N what are various recommended dos & don'ts of job interview?

Ans Dos and don't of job interview

✓ Dos :-

- 1) Research the Company :- Learn about its mission, culture, and recent updates.
- 2) Dress Appropriately :- wear professional attire that matches the company culture.
- 3) Arrive Early :- Be 10-15 min early to show punctuality.
- 4) Proper Hand - Body language :- Maintain eye contact offer a firm handshake and sit up straight.
- 5) Be Honest :- provide truthful responses about your skill and experiences.

✓ don't :-

- 1) Don't Arrive late :- Being late sets a negative impression.
- 2) Don't Ramble :- keep your answers concise and relevant.
- 3) Don't Interrupt :- let the interviewer finish their question before responding.

- what are your strengths and weakness?

3) prepare your own Question

- what does a typical day in this role look like.
- what are the biggest challenges for this position.

4) Perfect your Resume and Portfolio

- Ensure your resume is up to date and tailored to the job.
- prepare work samples or a portfolio if required.

5) Dress professionally.

- Choose attire appropriate for the company culture (formal for corporate, business casual for startups).

6) practice Body Language and Communication

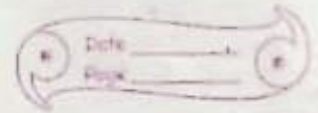
- Maintain eye contact and offer a firm handshake.
- Speak clearly and confidently.

7) plan logistics

- if in person, confirm the interview location and plan your route.

8) follow up

- Send a Thank you email within 24 hours, expressing gratitude and reiterating your interest.



4) Job - Specific Question

- what experience do you have in the industry?
- what tools or software are you proficient in?
- How would you handle (specific job-related scenario)?

5) Leadership & problem-solving

- tell me about a time you led a project or team.
- How do you handle stress and pressure.

6) Salary & Availability

- what are your salary expectations.
- when can you start.
- Are you open to relocation or travel.

7) Question About future Goals

- where do you see yourself in five years.
- what are your career aspiration.
- How do you continue learning and developing professionally.

4) Don't lie about your experience:-
Employers can verify your claims.

5) Don't ignore non-verbal cues:-
Be aware of your tone - posture and facial expressions.

5) Q.14 What are commonly asked interview questions.

Ans Commonly Asked job interview questions:-

1) General question

- Tell me about yourself.
- Why do you want to work here?
- Why should we hire you?
- What are your strengths and weaknesses?

2) Experience & skills

- Can you walk me through your resume?
- Describe a successful project you worked on.
- What skills do you bring to this role?

3) Behavioral question (STAR method):-

- Give an example of a time you worked in a team.
- Tell me about a time you handled a difficult customer or coworker.
- Describe a situation where you had to adapt to change.
- Have you ever had to make a difficult decision at work?



Q.1) what are the characteristics of a good speech?

A good speech in professional setting should have the following characteristics:

1) Clarity and Conciseness

- Use clear and simple language.
- Avoid unnecessary jargon unless the audience is familiar with it.

2) Strong Structure

- Introduction: Capture attention and state the purpose.
- Body: Present key point logically with supporting example.
- Conclusion: Summarize key message and provide a strong closing statement.

3. Engagement and Connection

- Use eye contact, gestures and vocal variety.
- Interact with the audience through questions or anecdotes.
- Show enthusiasm and confidence.

4) Persuasiveness and Impact

- Use logical arguments and credible evidence.
- Appeal to emotions when appropriate.

5) Adaptability to Audience

- Understand the audience knowledge level and expectations.
- Tailor the content and tone accordingly.

- Conscientiousness : — Being diligent organized and responsible.
- Persistence (Grit) — Demonstrating determination and resilience in the face of obstacles.
- Teamwork : — The ability to collaborate effectively with others.
- Emotional intelligence : — Recognizing and managing one's own emotion as well as understanding those of others (2).
- Adaptability : — Being flexible and open to change (1).

These skills are critical for personal development, workplace success and even all well-being. They contribute to effective communication, problem-solving and the ability to navigate social environments. (1)

Both Cognitive and non Cognitive skills are essential for holistic development while Cognitive skills enable individuals to process information and perform specific tasks, non-cognitive skills

(7) Q.11

Explain Cognitive & non-Cognitive Skills.

 Ans 1) Cognitive Skills

These are mental capabilities related to the acquisition and processing of knowledge. They include: (1)

- Reasoning and problem-solving :— the ability to analyze situation and devise solution (1).
- Memory :— The capacity to store and recall information (1).
- Language proficiency :— understanding and using language effectively (1).

These skills are fundamental for tasks involving learning, comprehension and critical thinking. They are often measured through standardized tests and are essential for academic and professional success.

 2) Non-Cognitive Skills

Also known as soft skill of interpersonal skills. Non-Cognitive skill pertains to personal attributes and behaviors that influence how individuals interact with others and approach challenges they encompass: (1)

Q) Q14 what is the meaning & its importance of group discussion?

Ans Meaning of group discussion (GD) :-

A group discussion is a structured conversation where participants share their thoughts, opinions and knowledge on a give topic.

Importance of group Discussion

- 1) Evaluates Communication Skills :- Helps assess how well you express idea, listen and engage in discussion.
- 2) Tests Leadership qualities :- Show your ability to guide and influence a group.
- 3) Improves teamwork :- Encourage Collaboration and respect for different viewpoints.
- 4) Builds Confidence :- provides a platform to speak publicly and defend viewpoint.
- 5) Time management :- Helps in structuring thoughts quickly and contributing meaningfully within a limited time.
- 6) Decision making skills :- Demonstrates how well you can analyse information and make informed choices.

3) Engaging Delivery

- Speak with Confidence and enthusiasm.
- Maintain eye contact and use natural gestures.

4) Effective Visual Aids

- Use high-quality images, graphs and charts where necessary.
- Ensure text is readable (big fonts, good).

5) Good use of voice and Body language

- Speak at a moderate pace with variation in tone.
- Avoid monotony; emphasize key points with voice modulation.

- 6) Time management

- Stick to the allocated time.
- Prioritize key message to avoid rushing or summing out of time.

7) Use of supporting Evidence

- Incorporate relevant data, case studies or testimonials.
- Provide real-world example to strengthen your points.

8) Handling question Effectively

- Be prepared for audience question.
- Answer clearly and concisely.
- If unsure acknowledge it and offer to.

Q.3. Explain the importance of Trust in creating a Collaborative team?

Ans. The importance of trust in creating a Collaborative team.

Trust is the foundation of any successful Collaborative team. When team members trust each other, they communicate openly, share ideas, and communicate effectively.

1) Encourages open Communication.

- Team members feel comfortable expressing their thoughts and concerns.
- Misunderstandings and conflicts are resolved more easily.

2) Fosters Collaboration and Innovation.

- People are more willing to share creative ideas when they trust their colleagues.
- Collaboration becomes smoother as individuals feel valued and respected.

3) Improves team morale and engagement.

- A trusting environment reduces stress and increases job satisfaction.
- Employees feel more motivated and committed to team goals.

4) Enhances productivity and efficiency.

- Team members rely on each other, leading to better delegation of tasks.

g) Good use of voice and Body language

- Speak with a steady, audible and expressive voice.
- Avoid monotony by varying tone and pace.

h) Confidence and Authenticity

- Believe in what you are saying.
- Maintain good posture and avoid nervous habits.

i) Time management

- Stick to the allotted time.
- Prioritize key points to avoid overloading the audience.

2) Q.11 - what are essential features of a good presentation?

Ans A good presentation should be clear, engaging and impactful. Here are its essential features.

1) Clear Structure

- Introduction - grab attention, introduce the topic and outline key points.
- Body - present information logically with supporting evidence.

2) Concise and focused Content

- Stick to the main points and avoid unnecessary details.
- Use simple and clear language.

5/8/17

Seven C's of effective Communication.

Are the Seven C's of effective Communication are key principles that help ensure clear, Concise and impactful Communication.

- 1) Clarity : — Ensure your message is clear and easily understood. Avoid jargon or complex language.
- 2) Conciseness : — Keep your message brief and to the point, avoiding unnecessary words.
- 3) Correctness : — Use proper grammar, spelling, and facts to maintain credibility.
- 4) Completeness : — Provide all necessary information so the recipient fully understands.
- 5) Coherence : — Ensure your message is logical and well-structured.
- 6) Courtesy : — Be polite, respectful and considerate of the recipient's perspective.
- 7) Concreteness : — Use specific facts, examples and details to support your message.

Q.1) Write the "Advantage of effective listening skills."

1) Better understanding : — Help grasp information accurately, reducing misunderstandings.

2) Stronger Relationship : — Helps grasp information accurately, reducing misunderstandings.

3) Improved problem-solving : — Encourages thoughtful responses and effective decision-making.

4) Increased productivity : — Boosts efficiency in the workplace by ensuring clear communication.

5) Enhanced learning : — facilitates knowledge retention and comprehension in educational settings.

6) Conflict-Resolution : — Helps address issues calmly and constructively.

7) Greater Empathy : — fosters deeper connections by acknowledging others' perspectives.

- Less time is wasted on micromanagement and conflict resolution.

5) Strengthens Conflict Resolution

- Trust allows team members to handle disagreements constructively.
- Conflicts are seen as opportunities for growth rather than personal attacks.

How to Build Trust in a team

- Lead by Example:- Managers and team leaders should demonstrate trustworthiness.
- Encourage Transparency:- Share information openly and avoid hidden agendas.
- Show Empathy and Respect:- Listen actively and acknowledge team members' contribution.
- Be Reliable:- Follow through on commitments and hold everyone accountable.
- Foster Team Bonding:- Organize team activities to strengthen relationship.

3. opportunities (O) - external factor

- favorable trends or market conditions that can be leveraged.
- Emerging markets, new technologies, changing consumer preferences.

Example

Expanding into a new market partnership

4) Threats (T) - external factor

- external challenges that could negatively impact performance.
- Economic downturns, Competition, regulatory changes, technological disruption.

Example

New Competitors, Changing regulations, Supply Chain issues.

Q.1. Describe about 'SWOT Analysis.'

Ans. SWOT analysis is a strategic planning tool used to evaluate the strengths, weaknesses, opportunities, and threats of a business, project, or individual. It helps in decision-making by identifying internal and external factors that can impact success.

1. Strengths (S) - Internal factor

- Strengths (S) - Internal factor
- what the organization does well.
- unique resources, skills or competitive advantage.
- strong brand, loyal customers or efficient processes.

2. Weaknesses (W) - Internal factor

- Area where improvement is needed.
- lack of resources, outdated technology or poor customer service.
- weak brand recognition, high costs or inefficient processes.

Q. No 6 Barriers of Communication & Overcoming the Barriers.

Ans: effective Communication can be hindered by various barriers -

1) Physical Barriers (e.g. distance, noise, poor technology).

- Solution - use clear Communication channel, reduce noise, and leverage technology like video calls for remote teams.

2) Psychological Barriers (e.g. stress, emotions, preconceptions).

- Solution - practice active listening, be empathetic, and ensure a comfortable environment for discussion.

3) Language Barriers (e.g. jargon, unfamiliar accent, technical terms).

- Solution - use simple, clear language and avoid jargon if necessary, provide translation or explanations.

4) Perceptual Barriers (e.g. biases, assumptions, misunderstanding).

- Solution - verify information, clarify doubts, and maintain an open mind in conversation.