



AJEENKYA

D Y PATIL UNIVERSITY

End Term Examination (December 2019)

School: School of Engineering

Program: B.Tech. (MACT,CTIS,ITDS)

Course: Employability Skills

Course Code: GEX 150

Semester: V

Max Marks:30

Duration (mins): 60

Instructions:

Answer all the questions as directed

Write the answers on your answer sheets

Do not write anything on your question paper except your URN no.

Note: Figures to the right indicate full marks.

Q1. Answer of the following in the form of a table: (Any four)

[20 Marks]

- Give minimum 2 Dos & Don'ts of Dining Etiquette
- Give minimum 2 Dos & Don'ts of Phone Etiquette
- Give minimum 2 Dos & Don'ts of E-mail Etiquette
- Give minimum 2 Dos & Don'ts of Meeting Etiquette
- Give minimum 2 Dos & Don'ts of Web Interviews Etiquette
- Give minimum 2 Dos & Don'ts of GD

Q2. Answer any two of the following:

[06 Marks]

- State the difference between Panel Discussion and Debate?
- Give significance of Resume.
- Mention any two significant purposes of group discussions.
- What do you understand by Case based Discussion? What are the two types of the same?

Q3. Explain any one of the following in 120 words.

[04 Marks]

- How to give effective presentation. Describe in 120 words.
- Draft a cover letter for the advertisement given below.

Dirgha Technologies is hiring now for the position of

Software Developer Intern – Python Education :

B.Tech/BCA

Skills Set : Strong basics of programming language, Java, Python, Self-motivated, Good Communication, Good Team player

Key Roles & Responsibilities:

- To protect operations by keeping information confidential.
- To provide information by collecting, analyzing, and summarizing development and service issues.
- To accomplish engineering and organization mission by completing related results as needed.
- To develop software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

Contact: HR manager, First Floor, Godrej Millennium Condominium, Kharadi, Pune,

*****ALL THE BEST*****