



Seat No. : _____

NQ-120

November-2025

B.Sc., Sem.-III

SEC-236 : CES

(Common Employability Skills)

(As Per NEP-2020)

Time : 1:00 Hour]

[Max. Marks : 25

1. (A) Explain the importance of personal skills for personal growth. 5
(B) Why Behavioural Skills are crucial in today's workplace ? 5

OR

1. (A) How do good language skills help in personal and professional growth ? 5
(B) Explain any five important professional skills needed in the workplace. 5

2. (A) What are workplace skills ? Write any three of them in brief. 5
(B) Write any three important teamwork skills needed for effective collaboration. 5

OR

2. (A) Discuss any five essential digital skills needed in today's workplace. 5
(B) Explain any three important customer service skills in details. 5

3. Select the correct answer from the given options : (Any five) 5

(1) Managing office politics is a part of _____.

- (a) Personal Skills (b) Behavioural Skills
(c) Professional Skills (d) Self-management Skills

(2) Which of the following is associated with Green Skills ?

- (a) Economic Development (b) Growth and Development
(c) Industrial Development (d) Sustainable Development

- (3) Resourcefulness is a part of _____.
- (a) Essential Digital Skills (b) Customer Service Skills
(c) Problem Solving Skills (d) Team work Skills
- (4) What does team work mean ?
- (a) To work well with others (b) To work hard
(c) To communicate well (d) To work using soft skills
- (5) If one can use a computer and internet comfortably, it is called _____.
- (a) Sports literacy (b) Digital literacy
(c) Cultural literacy (d) Language literacy
- (6) Empathy is a part of _____.
- (a) Behavioural Skills (b) Language Skills
(c) Emotional Intelligence Skills (d) Professional Skills
- _____