

Programme: Diploma in Employability Skills 2nd Semester
Course: *Employability Skills-II* (DDES201CCT)
2025 Admitted Batch

Assignment No. 2 (Units 10 to 16)

Max Marks: 15

Part-A

Answer all the questions. Each question carries 4 marks.

2 x 4=8

1. What is scenario-based learning?
2. What is the role of transparency in maintaining credibility?
3. Define “metacognitive processes”.
4. Write a short note on emotional Intelligence.

Part-B

Answer all the questions. Each question carries 7 marks.

1 x 7 =7

1. Write an essay on “Metacognitive Knowledge and Skills.”
2. How do righteousness and peace influence decision-making and problem-solving in the workplace?
3. Describe the three major types of synthesis: descriptive, analytical, and critical.

Programme: Diploma in Employability Skills 2nd Semester
Course: *Communication Skills-II* (DDES202CCT)
2025 Admitted Batch

Assignment No. 2 (Units 10 to 16)

Max Marks: 15

Part-A

Answer all the questions. Each question carries 4 marks.

2 x 4=8

1. Explain the poster making steps.
2. Write a short note on Types of Social Media.
3. Explain how social media surveys differ from web surveys.
4. What is the importance of tone in telephonic conversations?

Part-B

Answer all the questions. Each question carries 7 marks.

1 x 7 =7

1. What is the difference between verbal and nonverbal communication?
2. Prepare a conversation with your friend regarding a birthday party.
3. Write in detail about expressing thanks with relevant references. Give examples in the form of dialogue between two friends.

Programme: Diploma in Employability Skills 2nd Semester
Course: *Professional Skills* (DDES203CCT)

2025 Admitted Batch
Assignment No. 2(Units 10 to 16)

Max Marks: 15

Part-A

Answer all the questions. Each question carries 4 marks.

2 x 4=8

1. List out any four events to promote cultural diversity.
2. What are key customer service skills?
3. Why are administrative skills important for a good employee?
4. Compare and contrast content marketing and affiliate marketing.

Part-B

Answer all the questions. Each question carries 7 marks.

1 x 7 =7

1. Explain the importance of Gender sensitivity at the workplace.
2. Analyze the impact of societal attitudes on individuals with disabilities.
3. Mention the steps to create a collaborative workplace.