

MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD
(Accredited “A+” Grade by NAAC)
Centre for Distance and Online Education

Programme: Diploma in Employability Skills 2nd Semester
Course: *Employability Skills-II* (DDES201CCT)
2024 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 the role of pattern identification in problem solving?
2. Briefly explain different techniques of synthesis.
3. Define “metacognitive processes”.
4. Briefly explain emotional intelligence.

Part-B

Answer all the questions. Each question carries 7 marks.

1 x 7 =7

1. Bring out the importance of truth and non-violence with examples from your life.
2. How do righteousness and peace influence decision-making and problem-solving in the workplace?
3. Discuss the role of sacrifice in leadership. How can leaders demonstrate sacrifice in professional and personal contexts?

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Programme: Diploma in Employability Skills 2nd Semester
Course: *Communication Skills-II* (DDES202CCT)
2024 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 are the various purposes of preparing different posters?
2. How can we make learning more effective with PPT?
3. Explain how social media surveys differ from web surveys in terms of participant interaction.
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. Write down a conversation with a Police Officer of your area regarding an anti-drug campaign.
2. Make a conversation between you and your father about your recent exam and its results.
3. Discuss the importance of using polite words for expressing regret and apologizing in the process of communication'. Write a dialogue to illustrate different situations to express regret and apology

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

2024 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 are the causes of Gender inequality?
2. Define: Cultural Diversity.
3. Define disability and discuss the WHO's perspective on disability as a social and health issue.
4. Explain why social media has become an essential customer service tool.

Part-B

Answer all the questions. Each question carries 7 marks.

1 x 7 =7

1. Explain the ways to improve collaboration in the workplace.
2. Discuss the significance of technological proficiency for modern administrative professionals and its impact on productivity.
3. Explain the concept of the “Four Ps” of marketing and their relevance in creating a marketing strategy.