

Maulana Azad National Urdu University
Centre for Distance and Online Education
Programme - Diploma in Employability Skills

Course - Communication Skills – I
1st semester

Short Answer Questions

Answer all the questions.

1. What are the internal barriers to reading?
2. What are the similar elements in facts and opinions?
3. Elucidate the features of persuasive writing.
4. How does proofreading help in making us better writers? Explain.

Long Answer Questions

Answer all the questions.

1. How can an effective speaker make use of his body parts?
2. Describe the key components of body language and how each influences communication. Provide examples to illustrate their impact.
3. Write a detailed note on the types of interviews.

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Short Answer Questions

Answer all the questions.

1. Why are employability skills important in today's job market?
2. Discuss different ways to explore the job market and understand its skill requirements.
3. Explain the concept of personality development and its importance in career success.
4. How does being self-aware affect your relationships with others?

Long Answer Questions

Answer all the questions.

1. How do hard and soft skills together contribute to career growth?
2. Describe different learning styles. How can knowing your style help in learning better?
3. Discuss common barriers to teamwork and how they can be overcome.

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Course - IT Skills – I
1st semester

Short Answer Questions

Answer all the questions.

1. How do you add audio (pre-recorded or voice recording) to a PPT presentation?
2. Describe the steps in registering a domain name.
3. Discuss the “Zero inbox” approach?
4. The following table shows the number of hours students from Class 10 spent on different activities in a week. Enter the data into an Excel sheet and create a Pie Chart. Attach printout of the excel sheet with the pie chart.

Activity	Hours Spent
Studying	20
Playing	9
Watching TV	5
Sleeping	56
Others	7

Long Answer Questions

Answer all the questions.

1. Describe the common threats to web security. Mention the best practices to be followed for a secure web experience.
2. Discuss the evolution of cloud computing. Explain how each milestone contributed to the development of modern cloud technology.
3. Explain in detail the applications of artificial intelligence.