EMPLOYABILITY SKILLS
THEORY
(1 Year / 06 Months)

TRADE: Common to all Trades

Time: 2 Hrs. Marks: 50

NOTE: Attempt all questions.

1. Complete the following with the given adjectives? (Rotating, Green, Blue, Narrow, Dirty, Red, Messy, Cosy, Wide, Small)

There is a tall _______ bookshelf in the corner of this room. There is a _______ screen television in the right corner of the room. The room has a _______ window at the left side and there is a _______ coffee table near the window. There is also a _______ study table adjacent to the bed on the right side of the room. There is a small _______ chair near the table. There are _______ curtains on the window which keep waving in the breeze. The coffee table is filled with _______ coffee cups. The _______ sheet on the bed is also covered with books.

2. Define Telephone Conversation.

3. Write any five steps for ISO 9001 Registration.

4. Give a brief note on ‘International Labour Organisation (ILO)’

5. List five skills required for sales.

6. What do understand by “Etiquette”?

7. Fill in the following Bio-Data with the details about your self.

   **BIO DATA FORM**

   i. Write Your Exam Code No. : ____________________________
   ii. Trade : ____________________________
   iii. Residential Address : ____________________________
   iv. Telephone : ____________________________
   v. Date of Birth/Age : ____________________________
   vi. Gender : ____________________________
   vii. Father’s / Guardian’s Name : ____________________________
   viii. Nationality : ____________________________
   ix. Mother Tongue : ____________________________
   x. Language Known : ____________________________
      (Any two other than mother tongue)

8. Explain how HIV spreads?

*****