

647510

COMenAE103E-3C

Seat No : _____

B.B.A. Semester - 3 (NEP-2020) Examination

OCT/NOV-2025

ENG: Life Skills (Ability Enhancement Course)

Time: 1:00 Hours

Marks:25

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate marks.

Que.1 Describe the essential components of good resume. (10)

OR

Que.1 Describe the differences among CV, resume and biodata.

Que.2 Describe the 'Do's and Don'ts' in interview skill. (10)

OR

Que.2 Discuss the meaning and types of interviews.

Que.3 What is the procedure of Group Discussion? (05)

OR

Que.3 What is the importance of personal characteristics in career opportunities?
