



# EMPLOYABILITY SKILLS

PRACTICAL EXERCISES

11



ARUNA PUBLICATION

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**11 – EMPLOYABILITY SKILLS PRACTICALS**

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Arrange various gadgets and accessories to install the computer.

Output:



## 1. INSTALLING A COMPUTER

### Aim:

Install and operate the system with input, output tools and other accessories.

### Procedure:

1. The computer should be set up in a well-ventilated space with an electrical connection and computer network so that the CPU, monitor, keyboard, and mouse are conveniently aligned.
2. Identify the CPU, monitor, keyboard, mouse, switchbox, electrical cables, VGA cable, HDMI cable and printer.
3. Identify the various link ports on the back of the CPU.
4. Connect the monitor and the CPU using a VGA or HDMI Port.
5. Attach the keyboard to the USB or PS/2 Port and the mouse to one of the other USB Ports.
6. Connect the printer cable to the CPU via USB Port.
7. Connect the power cable to the SMPS.
8. Connect the cables of the CPU, monitor, and printer to the Switch box and give the power connection.
9. Turn on the Power button on the CPU to start the system.

### Conclusion:

The procedure of the computer installation was successfully done with its input, output and other accessories.

Create a resume using the MS-Word.

Output:

RESUME

Name: Aakash P  
 Mobile: \*\*\*\*\*  
 Email: \*\*\*\*\*  
 Address: \*\*\*\*\*  
           \*\*\*\*\*  
           \*\*\*\*\*

OBJECTIVE:  
 Seeking an entry-level position to begin my career in a high-level professional environment.

EDUCATIONAL QUALIFICATION:

Degree	University	Year of passing	Percentage
BE - Civil	Anna University	2001	84
HSC	Tamilnadu State Board	1997	89
SSLC	Tamilnadu State Board	1995	93

PERSONAL DETAILS:  
 Father name : Prabhakar A  
 Date of birth : 01/07/1978  
 Gender : Male  
 Nationality: Indian  
 Languages known: Tamil, English

DECLARATION:  
 I hereby declare that all the information furnished above is true to the best of my knowledge.

Place: \*\*\*\*\*  
 Date: \*\*\*\*\*

SIGNATURE

## 2. CREATING RESUMES

### Aim:

Create a resume using the MS-Word processor.

### Procedure:

1. Select Start → All Programs → MS Office → MS Word on the Windows Desktop.
2. Document1 blank page appears on the screen. Type the basic details such as name, mobile number, e-mail and address in successive lines without error.
3. Type the objective and enter the educational details by creating a table with the command Insert → Table.
4. Then type the personal details such as father's name, date of birth, gender, nationality, language, etc. and finally type the declaration section in the resume.
5. Type the date, place, and signature in respective area and then save the document by naming it as "resume" with File → Save as.

### Conclusion:

The resume was generated successfully using MS-Word.

Convert and print the information in a given paragraph in tabular form using MS Excel.

Read the following paragraph and convert into tabular form:

These are 5 students namely Vetri, Samuel, Mohammed, Aakash and Joseph are studying in class X. Their quarterly exam marks in Tamil subject was 98, 89, 80, 92 & 98 respectively. In English subject, they got 82, 87, 92, 95 and 90 marks respectively. In Maths subject, they got 89, 92, 90, 88 & 91 marks respectively. In science subject, they got 85, 75, 90, 95 & 90 marks respectively. In Social science, they got 95, 90, 85, 87 & 98 marks respectively and their total marks are 449, 433, 437, 457 & 467 respectively.

Output:

	A	B	C	D	E	F	G	H	I
1	S. No.	Name	Tamil	English	Maths	Science	Social Scie	Total	
2	1	Vetri	98	82	89	85	95	449	
3	2	Samuvel	89	87	92	75	90	433	
4	3	Mohammed	80	92	90	90	85	437	
5	4	Aakash	92	95	88	95	87	457	
6	5	Joseph	98	90	91	90	98	467	
7									



### 3. PREPARATION OF MARK SHEET

#### Aim:

Convert and print the information in the given paragraph into table format using MS Excel.

#### Procedure:

1. Click on Start → All Programs → MS Office → MS Excel on the Windows desktop.
2. Type S. No., Name, Tamil, English, Maths, Science, Social Science and Total in the cells A1, B1, C1, D1, E1, F1, G1 and H1 respectively in the row number 1.
3. Type the following marks details of the students in the row numbers 2 to 6.

	A	B	C	D	E	F	G	H	I
1	S. No.	Name	Tamil	English	Maths	Science	Social Scie	Total	
2	1	Vetri	98	82	89	85	95	449	
3	2	Samuvel	89	87	92	75	90	433	
4	3	Mohammed	80	92	90	90	85	437	
5	4	Aakash	92	95	88	95	87	457	
6	5	Joseph	98	90	91	90	98	467	
7									

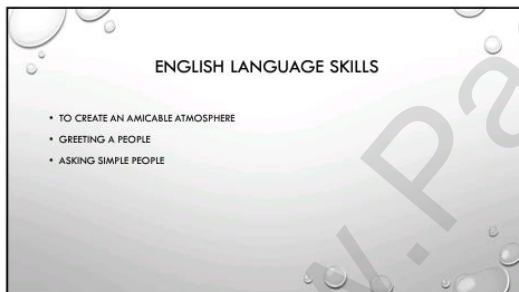
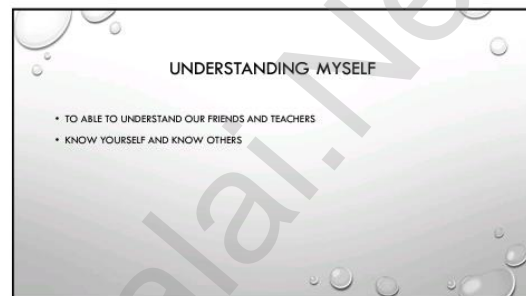
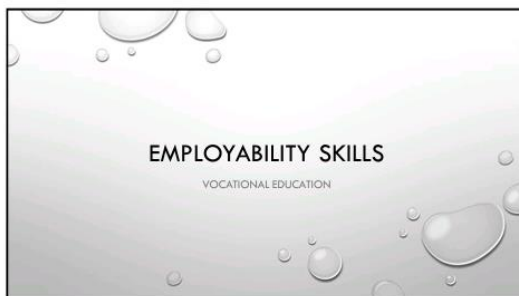
4. Select the range A1 to H6 using the mouse to set border lines and select All Borders in the Borders icon on the formatting toolbar.
5. With File → Save as, save the marklist table by naming it as "marklist".
6. To print the marklist, Select the menu File → Print.

#### Conclusion:

The information in the given paragraph was successfully converted into table format using MS Excel.

Create a presentation for the Employability Skills lesson using MS PowerPoint.

Output:



#### 4. EMPLOYABILITY SKILLS - PRESENTATION

**Aim:**

Create a presentation for the employability skills lesson using MS PowerPoint.

**Procedure:**

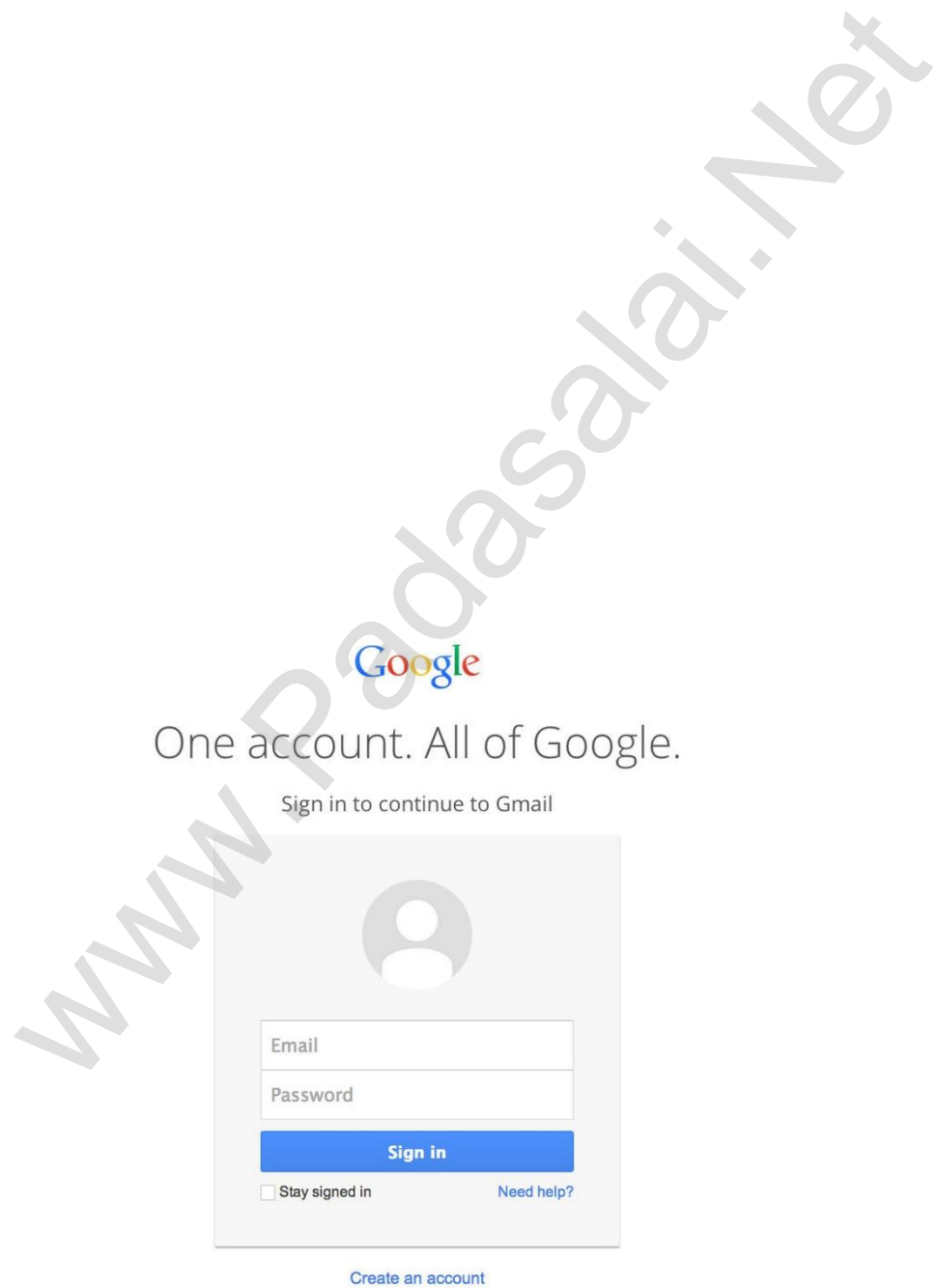
1. Click on Start → All Programs → MS Office → MS PowerPoint on the Windows desktop.
2. Select the **Blank Presentation** option on the window screen that appears.
3. Then select any one of the **themes** options under the Design menu.
4. In the first slide1, type EMPLOYABILITY SKILLS in the ADD TITLE area and Vocational Education in the ADD SUBTITLE area.
5. Insert a new Slide using the **New Slide** option under the **Insert** menu.
6. Type in the first part as Employability and in the second part as Employ + Ability.
7. Using the above steps 5 and 6, create required number of slides and type the subject contents.
8. Use the Transitions effects to the slides and Animation effects to the objects.
9. Use File → Save as option to save the presentation with name as “emp\_skills”.
10. Press the F5 key to start the presentation show.

**Conclusion:**

The presentation for the employability skills was successfully created using MS PowerPoint.

Create an E-Mail account and E-mailing a leave letter.

Output:



## 5. E-MAIL

### Aim:

Creating an e-mail account and sending a leave application on it.

### Procedure:

#### I. Creating a new email (Gmail) account:

1. Open the web browser by double-clicking on the Google Chrome icon on the Windows desktop.
2. Type **create gmail** and search.
3. Click on the **Create a Gmail account** link. Select **Create an account** button on the webpage that appears.
4. In the page that appears, type your name in the First name and Last name textbox, enter the new email address in **username** and the password in **password** textbox and Click on the **Next** button.
5. Now enter the phone number, date of birth and gender then click on the **Next** button.
6. Click on the Send button. Type OTP and the click on the **Verify** button
7. Finally, if you click the **I Agree** button at privacy and terms, the gmail id will be created.

#### II. Mailing leave application:

1. Open Google Chrome and type **mail.google.com** address in the address bar.
2. Then enter the **username** and **password** and click on the **Sign in** button and go to the Gmail page. Press the **Compose** button at the top left of the page.
3. Enter the headmaster's email address in **To**, the classteacher email address in **Cc**, and the parent's email address in **Bcc** and type **Leave Letter** in **Subject**.
4. Then type the contents of the leave letter in the area below and click on the **Send** button.

### Conclusion:

A new email account was opened and a leave application was sent successfully.

How do you introduce yourself in front of others?

Output:

Good morning sir and my dear friends. I am Aakash, 16 years old from Namakkal. We are three members in my family. My father and mother are teachers. My hobbies are reading books and playing games. My ambition is to become an Entrepreneur. Thank you.

## 6. SELF-INTRODUCTION

### Aim:

Introducing ourselves in front of others in the classroom.

### Introducing:

1. Conveying greetings and salutations to all.  
Good morning teacher and my dear friends.
2. To disclose the name, age and location.  
I am Aakash, 16 years old from Namakkal.
3. Telling about family members.  
We are three members in my family.  
My father and mother are teachers.
4. Tell us about hobbies and extra curricular activities.  
My hobbies are reading books and playing games.
5. Explaining what you are going to become in life in the future, i.e., career, aim.  
My ambition is to become an Entrepreneur.
6. Ending up saying thank you.  
Thank you.

### Result:

I have been successfully introducing myself in front of others in the classroom.

Plan a day as a manufacturing worker.

Output:

Planning a day as a manufacturing worker making palm plate

Time	Functions
6 AM	Wake up
6 AM to 6.30 AM	Morning Activities
6.30 AM to 7.30 AM	Walking and Exercising
7.30 AM to 8.00 AM	Helping to prepare breakfast
8.00 AM to 8.45 AM	Breakfast and watering the plants
8.45 AM to 9.00 AM	Travelling to the office
9.00 AM to 10.30 AM	200 palm plates were produced
10.30 AM to 10.45 AM	Interval
10.45 AM to 12.30 PM	200 palm plates were produced
12.30 PM to 1.00 PM	Lunch break
1.00 PM to 3.00 PM	150 Palm plates were produced
3.00 PM to 5.00 PM	150 Palm plates were produced
5.00 PM to 6.30 PM	Spending with friends
6.30 PM to 8.00 PM	Spending with family members
8.00 PM to 8.30 PM	Dinner
8.30 PM to 10.00 PM	Preparing the needs of the family and the arrangements for the next day.
At 10.00 PM	Going to sleep



## 7. PLANNING

### Aim:

Planning a day as a manufacturing worker making palm plate in a company.

### Procedure:

1. I'll wake up at 6 a.m.
2. I would took an hour to do routine work and morning chores.
3. Use another one hour for walking and exercising and to finish taking a bath.
4. I would then spend 30 minutes preparing breakfast with my family members.
5. I would have breakfast at 8o' clock and then go to the garden to water the plants.
6. I will start my journey to the office at 8.40 a.m. and arrive at the office at 9 am.
7. After giving the attendance, I will check the list of tasks to be done on that day.
8. 8. Till 10.30 a.m., I would make 200 numbers of palm plates. Then I would rest during the break for a while.
9. I would make another 200 numbers of palm plates before lunch.
10. I will have my lunch at 12.30 pm. After that, I would prepare another 150 numbers of palm plates by 3.00 p.m. and take a break.
11. I will make another 150 number of palm plates before 5 o'clock when my working hours end.
12. Then I would go from the office to meet my friends.
13. I will reach home again at 6.30 p.m. It was 8.00 p.m. when we talked to all the family members and finished the household chores.
14. Then I would take a bath and have dinner with my family at 8.30 pm. After that I would spend time arranging things for the next day and helping with the needs of family members.
15. I would go to bed at 10 p.m.

### Conclusion:

As a manufacturing worker making palm plate, I have planned a day better.

Fill up the SB (Savings Bank) account opening form given.

Output:

FILLED SPECIMEN FORM

TN BANK	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>For office use only</p>	<div style="display: flex; justify-content: space-between;"> <div>Date</div> <div> <div style="border: 1px solid black; padding: 2px;">3</div> <div style="border: 1px solid black; padding: 2px;">0</div> <div style="border: 1px solid black; padding: 2px;">0</div> <div style="border: 1px solid black; padding: 2px;">7</div> <div style="border: 1px solid black; padding: 2px;">2</div> <div style="border: 1px solid black; padding: 2px;">0</div> <div style="border: 1px solid black; padding: 2px;">2</div> <div style="border: 1px solid black; padding: 2px;">2</div> </div> </div>
Name	<div style="border: 1px solid black; padding: 2px;"> P R A B H A K A R A </div>
Name of the Father	<div style="border: 1px solid black; padding: 2px;"> A Z H A G U R A J M </div>
Date of birth	<div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; padding: 2px;">0</div> <div style="border: 1px solid black; padding: 2px;">1</div> <div style="border: 1px solid black; padding: 2px;">0</div> <div style="border: 1px solid black; padding: 2px;">9</div> <div style="border: 1px solid black; padding: 2px;">1</div> <div style="border: 1px solid black; padding: 2px;">9</div> <div style="border: 1px solid black; padding: 2px;">7</div> <div style="border: 1px solid black; padding: 2px;">8</div> </div> <div> Gender <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Male</div> <div style="text-align: center;"> <input checked="" type="checkbox"/> </div> <div style="margin-left: 10px;">Female</div> </div> </div> </div>
Address	<div style="border: 1px solid black; padding: 2px;"> X X X X X X X X X X X X X X </div> <div style="border: 1px solid black; padding: 2px;"> X X X X X X X X X X X X X X </div>
Mobile Number	<div style="border: 1px solid black; padding: 2px;"> X X X X X X X X X 4 4 </div>
E-mail	<div style="border: 1px solid black; padding: 2px;"> X X X X X X X X @ X X X X X . c o m </div>
<div style="display: flex; justify-content: center; align-items: center;"> <div style="border-top: 1px solid black; width: 150px;"></div> </div> <p>Signature of the Applicant</p>	

## 8. BANK SAVINGS ACCOUNT FORM

### Aim:

Filling up of bank savings account opening form.

### Procedure:

1. Leave the "For office use only" section and mark the date at the top of the given form.
2. It should be noted that I, as a customer, should fill out the form clearly without error.
3. Applicant's name should be written in Name.
4. Write down other details such as Father name, Date of Birth, Gender, etc.
5. Write the applicant's permanent address in Address and write the mobile number and e-mail.
6. Fill in the details of the person introducing the applicant to the bank.
7. Fill in the form by entering the account type, required service and sample signature at the appropriate place and signature of the applicant at the given locations.
8. After completing the application, paste the passport size photograph of the applicant where required and eventually attach copies of identity proofs such as Aadhaar card, PAN card, etc. for identity purpose.

### Conclusion:

The Bank savings account opening form has been filled successfully.

Participate in a Mock Interview and address all the doubts and apprehensions that may arise in the mock interview.

**WE ARE HIRING**

**TECHNICIAN WANTED!!**

We need a Field Technician for our company.

Qualification : Field Technician, 12<sup>th</sup>

Attractive Salary

Date : 01.01.2023

Venue: V.V. Hotel

Contact 90977xxxxx

## 9. MOCK INTERVIEW

### Aim:

Conduct a mock interview and address all doubts and fears that may arise in the interview.

### Procedure:

#### I. Before the interview:

- The applicant should be well aware of his/her educational qualification and employment agency details.
- The applicant should maintain Proper Dress Code and reach at right time.
- Smile and shake hands when meeting the interviewer.

#### II. Mock interview:

**Interviewer:** Good morning, Raja. My name is Sundar.

**Applicant:** Good morning.

**Interviewer:** How are you?

**Applicant:** I'm fine. Thank you.

**Interviewer:** Well, let's start the interview. Are you ready?

**Applicant:** Yes. I am ready.

**Interviewer:** First of all, let me properly introduce myself. I am an engineer and HR. You know that there is a vacancy in my department and I will have to fill this vacancy as soon as possible.

**Applicant:** Please tell me a little bit about the post.

**Interviewer:** It is an entry-level position. The new employee will have to work closely with the Technician department.

**Applicant:** What kind of qualifications do you need?

**Interviewer:** I need a two-year course in field technician-other household appliances. Some work experience can be helpful,

**Applicant:** What kind of experience do you look forward to?

**Interviewer:** Office work. However, since this is an entry-level position, I don't need much experience. We are ready to train the new person.

**Applicant:** Awesome

**Interviewer:** Raja, tell me something about yourself.

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**Applicant:** I have completed a field technician course.

**Interviewer:** What do you expect at work?

**Applicant:** I would like to work in the Finance Department in the office. I learnt a lot of financial theories in school and now it's time to put them into practice.

**Interviewer:** Anything else?

**Applicant:** I hope this will help me grow in my field.

**Interviewer:** What are your strengths? Why should I hire you?

**Applicant:** I am a hard worker and a fast learner. I am very keen to learn and I have the tendency to get along well with people.

**Interviewer:** Well now, Let me ask you some quick questions. Are you ready to work long hours, aren't you?

**Applicant:** No

**Interviewer:** Can you cope with stress?

**Applicant:** Yes. I can. There is enough experience.

**Interviewer:** Do I have any more questions?

**Applicant:** No. I think I have a good understanding of work. I hope I can handle it easily and get the opportunity to work with you.

**Interviewer:** Raja, thank you for the pleasure of meeting you.

**Applicant:** Glad to meet you too. Thank you.

**Conclusion:**

The mock interview was successfully completed and doubts were clarified.

Write a formal application letter for the employment advertisement advertised in the newspaper.

**ஓட்கள் தேவை**

**• FIELD TECHNICIAN-4 No's**

**QUALIFICATIONS**

10th Pass/ 12th Pass/ITI  
Field Technician - Other Home Appliances (Level 2) Preferred  
Experience : 0 to 1 Years      Application Last Date: 12-10-2023

**Good Salary +TA +Incentives Offered**

R.K Home Appliances Service Centre  
1, Ethiraj Road, Egmore, Chennai-600008.

**Contact: 90809XXXXX, 97893XXXXX**

Sample Application:

Application for the post of Field Technician

From  
XXXXXXXXXXXX  
XXXXXXXXXXXX  
XXXXXXXXXXXX

To  
The Manager  
RK Home Appliances Service Centre  
1, Ethiraj Road  
Chennai-600 008

Respected Sir,

**Subject:** Application for the post of Field Technician.  
**Reference:** "The Hindu", dated on 03/01/2023

With reference to your advertisement, I am writing an application letter for the job with more than 4 years of experience in the workplace. I have positive exaggerated skills in this job and have a direct understanding of this work.

I have also attached my resume to provide more details on how I fit for this position. I look forward to the opportunity to discuss how I can contribute my strengths to your esteemed workplace. I appreciate that you take the time to review my certificates and experience.

Thank you

Place: xxxxxxxxx  
Date: xx.xx.2022

Yours sincerely  
xxxxx



## 10. APPLYING FOR A JOB

### Aim:

Writing a formal application letter for the job advertised in the newspaper.

### Procedure:

1. Check the eligibility for the advertised job and send an application letter for the job.
2. In address part of the letter, the details of the sender and the recipient should be specified.
3. In the salutation area, start with greetings and the applicant should subject with reference of the post of application and the date in which the newspaper appears respectively.
4. In the body of the letter, the applicant should mention himself and the description of the work contained on the paper. The applicant has to mention his/her educational qualifications, other qualifications and experience.
5. Further, the applicant has to complete the application letter by thanking them for reviewing and reviewing the biodata attached by him/ her.
6. Applicant should sign at the end of the letter and write the place and date at the appropriate place.
7. The application letter should be sent to the correct address before the last date.

### Conclusion:

The formal application letter for the job advertised in the newspaper was successfully written.