

Class : 12Register
Number**COMMON HALF YEARLY EXAMINATION - 2024 - 25**

Time Allowed : 3.00 Hours]

EMPLOYABILITY SKILLS

[Max. Marks :70

PART - I**Note : (i) Answer All the questions. YouTube/ Akwa Academy 30x1=30****(ii) Choose the correct answer and write the option code & the corresponding answer.**

1. Personal hygiene increases ----- and promotes positive personal relationships.
a) Cleanliness b) Motivation c) Self Confidence d) Roles
2. Having the habit of taking notes improves ----- skills.
a) Interpretation b) Thinking c) Leadership d) Listening
3. A company or a project that is in the early stages of operations is ----- typically created for resolving real life problems.
a) Business b) Organization c) Strategy d) Startup
4. In a professional life ----- is the ability to react to rapid thoughts, patterns and strategies.
a) Change b) Behaviour c) Think d) Adaptable
5. Delivery of financial transactions through digital media is known as
a) Mobile Finance b) Digital Finance c) Tele Finance d) Online Finance
6. A work competency is a description of required ----- or -----.
a) Job, behaviour or attribute b) Skill, behaviour or attitude
c) Skill, attribute or behaviour d) knowledge, behaviour or attitude
7. Gender differences in ----- outcomes such as labor force participation and wages have received growing attention.
a) Economic b) Social c) Quality d) Education
8. Which of the following is not a merit of reading a newspaper?
a) Enrich the language b) Strength the writing skill
c) Domain expertise d) Ambiguous talk
9. To link websites, Which of the following options is used?
a) Hyperlink b) Smart art c) Attachments d) Word art
10. One of the platforms to learn, explore new ideas, share our work and create many work opportunities is through -----
a) Classroom b) Paper c) Software tools d) Internet
11. The ability to work well with other people is known as -----
a) Team Knowledge b) Introvert c) Team Spirit d) Extravert
12. The process of translating the speech in their head and delivering it in the preferred language instantly, with a minimum delay is called -----
a) Relay b) Simultaneous c) Communicative d) Whispered
13. The comprehensive plan for preserving individual and community health in all its dimensions is -

a) Hygiene b) Grooming c) Motivating d) Participating
14. The lifeblood of any business is interpreted to be -----
a) Profit b) Finance c) Investment d) Feasibility
15. Woman should be educated as ----- widens their horizons and broadens their outlook making them aware of their constitutional rights.
a) Society b) Education c) Family d) Work
16. CLV stand for -----
a) Client Lifetime Value b) Customer Lifetime Value
c) Consumer Lifetime Value d) Customer Longlife Value
17. Without ----- interpersonal relationships will be filled with conflict and dissatisfaction.
a) Motivation b) Respect c) Truth d) Feedback
18. A bank which has a broad range of area under it is known as -----
a) Local area Bank b) Public sector bank
c) Universal Bank d) Small finance bank

19. Initiative skill is one of the ----- skills.
 a) Self motivating b) Self management
 c) Self analysing d) Self reflective
20. What is the correct Tamil Translation for the word "Twitter".
 a) கிச்சம் b) கிச்சம் c) குணகம் d) அகவம்
21. ----- delivers computer services through network.
 a) Facebook b) Web Page c) AI d) Cloud
22. The skill set that can be highlighted in the resume only after completing certain work or after gaining some experience is -----
 a) Leadership b) Speaking c) Initiative d) Reading
23. FINTECH cannot be used in which of the following sector?
 a) Insurance b) Painting c) Agriculture d) Retail
24. A person who practices honesty in his / her life, possesses a ----- moral character.
 a) Weak b) Strong c) Unchanged d) Timid
25. The term ----- is usually referred to an online diary.
 a) Blog b) Microsoft word c) Post d) Social media
26. Venture Capitalism is a type of -----
 a) Bank for start up b) Money c) Funding d) Loan
27. A sustainable career is one that ensures over ----- through the entire work life.
 a) Date b) Day c) Internet d) Time
28. The skills, strategies and dispositions are involved in -----
 a) Comment b) Post c) Collaborating d) Communication
29. Speaking is an act of making -----
 a) Beating Sound b) Dancing Beats
 c) Vocal Sound d) Ringing Sound
30. Which among the following is a text processing application?
 a) Microsoft word b) Microsoft excel
 c) Microsoft powerpoint d) Microsoft Access

PART - II

- II. Answer any five of the following (Question No: 37 is compulsory) 5x2=10
31. What are the benefits of Equipping oneself?
32. Write a short note on Diagonal Communication?
33. What are the different types of Charts in MS - Excel.
34. Who is an Imitator Entrepreneur?
35. What is Negotiation Skill? How will you improve it?
36. Define Group Dynamics. [YouTube/ Akwa Academy](#)
37. What is Inclusion in the Workplace?

PART - III

- III. Answer any five of the following (Question No: 44 is compulsory) 5x3=15
38. What are the importance of Self Grooming?
39. Write down the skills needed for Virtual Communication?
40. Name the various types of Youth Entrepreneurs.
41. Explain Income Tax and the Deductible portion of it.
42. What is the relationship between Gender and Education?
43. List the words that can be added in the resume to show the initiative skills.
44. How to overcome cross - cultural barriers?

PART - IV

- IV. Answer the following questions. 3x5=15
45. a) Write down the common skills required to equip yourself to achieve success? (OR)
 b) What are the types of Questions? Briefly explain them.
46. a) Write down the steps to insert a video in a presentation. (OR)
 b) Explain the role of SHG In creating Women entrepreneurs.
47. a) What are the stages involved to increase group dynamics? (OR)
 b) What are the common factors influence the global work culture? Give solutions to overcome the factors influence the global work culture?