

SHREE NARAYANA COLLEGE OF COMMERCE
AHMEDABAD

ASSIGNMENT (2026 – 2027)

Name of the Department: Dept. of English and CC

Subject: SEC- Common Employability Skills

Class & Semester: B. COM. Sem III

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SECTION – 1 (UNIT – 1)

1. Define Employability Skills.
2. What is Initiative?
3. Explain Digital Literacy.
4. What is Decision Making?
5. What is SWOT Analysis?
6. Explain the importance of Personal Skills in career development.
7. Describe the role of Behavioural Skills in the workplace.
8. Discuss the four Language Skills and their importance.

SECTION – 2 (UNIT – 2)

1. State the importance of Time Management.
2. What do you mean by Teamwork?
3. Define Work Ethics.
4. What is Customer Focus?
5. Explain Green Skills.
6. Explain Professional Skills required for success in an organization.
7. Discuss the importance of Workplace Skills.
8. Explain the role of Teamwork in achieving organizational goals.

SECTION – 3 (REVISION & PRACTICE)

1. Which of the following is a Personal Skill?
 - a) Customer Focus
 - b) Initiative
 - c) Green Economy
 - d) Team Leadership
2. SWOT Analysis helps an individual to identify:
 - a) Market trends only
 - b) Strengths, Weaknesses, Opportunities and Threats
 - c) Sales performance
 - d) Financial statements
3. Which of the following is NOT a Language Skill?
 - a) Listening
 - b) Reading

- c) Writing
- d) Negotiating

4. Emotional Intelligence mainly involves the ability to:

- a) Solve mathematical problems
- b) Manage emotions effectively
- c) Increase physical strength
- d) Design computer software

5. Which skill helps an employee complete work within the given deadline?

- a) Time Management
- b) Resource Management
- c) Negotiation
- d) Conflict Resolution

6. The first step in the problem-solving process is to:

- a) Develop an action plan
- b) Brainstorm solutions
- c) Define the problem
- d) Evaluate alternatives

7. Which of the following is an Essential Digital Skill?

- a) Gardening
- b) Using Artificial Intelligence (AI)
- c) Cooking
- d) Painting

8. Which of the following is an important Customer Service Skill?

- a) Ignoring customer complaints
- b) Greeting customers politely
- c) Avoiding communication
- d) Delaying responses

9. The 3Rs of environmental protection are:

- a) Read, Revise, Remember
- b) Reduce, Reuse, Recycle
- c) Repair, Replace, Rebuild
- d) Review, Report, Record

10. Work Ethics refers to:

- a) Avoiding responsibilities at work
- b) Following professional values and ethical practices
- c) Working only for higher salary
- d) Competing unfairly with colleagues
