



**EMPLOYABILITY AND
COMMUNICATION SKILLS
TRAINING PROGRAM**

CONDUCTED BY

**WADWANI FOUNDATION
IN COLLABORATION WITH
APSCHE**

**RESOURCE
PERSONS:
SHIPRA THAPPA
SHAHRIAR ISLAM**

**ATTENDED BY
P.HARISHA**

The Department of English

**A
THREE-DAY
FOP**

**FROM
19th July 2023
to
21st July 2023**

AN FOP (FACULTY ORIENTATION PROGRAM)

ON

EMPLOYABILITY AND COMMUNICATION SKILLS FOR GETTING A GOOD JOB

Wadhvani Foundation is a not-for-profit with the primary mission of accelerating economic development by driving job creation through large-scale initiatives in entrepreneurship, small business growth, innovation, and skilling. Founded in 2000 by Silicon Valley entrepreneur Dr Romesh Wadhvani, today, the Foundation is scaling impact in multiple countries across Asia, Africa and Latin America.

In collaboration with APSCHE, Wadhvani Foundation organized a three-day FOP (Faculty Orientation Program) where faculty are trained by providing with details of three day course designed by Wadhvani from 19 July 2023 to 21 July 2023 from 11AM to 2 PM (Batch-6). Representing B.V.Raju College, Bhimavaram, P.HARISHA, Asst. prof, the department of English, participated with utmost interest and succeeded in the **FOP** taking all tests and got certified as a mentor for the training session for the students with regard to employability and communication skills. The course teaches the students that how to have exploration of various forms of literature, skills and opportunities that create awareness in the fields of entrepreneurship and industry management.

MISSION:

- Accelerating economic development in emerging.
- Economies through large – scale, family sustaining jobs.
 - **Creating Jobs:**
Through entrepreneurship, innovation and skills development.
 - **Changing Lives:**
Through up skilling individuals to command family- sustaining wages.
 - **Scaling Impact:**
Through technology, networks, partnerships and globally.

DAY- 1:

The Day-1 session began virtually on 19 July 2023 and was taken by the speaker Mrs. SHIPRA THAPPA who addressed the gathering by introducing Dr. Romesh, Founder & Chairman of **WADHWANI FOUNDATION** and its mission in inculcating standard practices of education system and discussed the topics of Hard and Soft skills and its types

HOST 1: SHIPRA THAPPA

SESSION-1: 11 AM to 1 PM

TOPIC: SKILLS AND TYPES


- Skills – expertise or ability to do something effectively
- Hard skills
- Soft skills

HOST 2: SHAHRIAR ISLAM











SESSION- 2: 1 PM to 2 PM

TOPIC: 21st century core employability skills

Skills & Types



- Skills-Expertise or ability to do something effectively
 - Hard Skills
 - Soft skills

Hard Skills	vs.	Soft Skills
Teachable abilities or skill sets that are easy to quantify.		Also known as "people skills" or "interpersonal skills."
你好吗? Proficiency in a foreign language		 Communication
 A degree or certificate		 Flexibility
 Typing speed		 Leadership
 Machine operation		 Teamwork
 Computer programming		 Time Management

the balance

Later the session was taken over by Mr. SHAHRIAR ISLAM who discussed the core employability skills in 21st century and Lesson Structure.

21st Century Core Employability Skills Competencies



Having worked with 1000+ employers, these 6 Competencies were found to be most sought-after in potential employees



Success in Job Interviews

Lesson Structure



The Student's Perspective:

- Short video nuggets
- Visually appealing (Colours, characters, sounds)
- Relatable scenarios
- Engaging
- Reiterates learning outcomes of Watch
- Helps in self-evaluation
- Enforces high-order thinking
- Reinforces learning through classroom, community, and online activities
- Share learnings and experiences with peers
- Interactive simulations with real-life scenarios
- Practical application of concepts learned in varied situations personally and professionally
- Do Play: Trial option
- Do Test: Quiz Option
- Additional learning
- Supports self motivated learning

Trackable – to assess learners' performance/attempt per lesson/competency
Hindi Translation in progress | to be localised to other languages as well

DAY- 2:

On 20 July 2023, the Day-2 session began at 11am and continued till 2pm.

HOST 1: SHIPRA THAPPA

SESSION-1: 11:00 AM to 12:30 PM

TOPIC: SELF DEVELOPMENT POSITIVE ATTITUDE

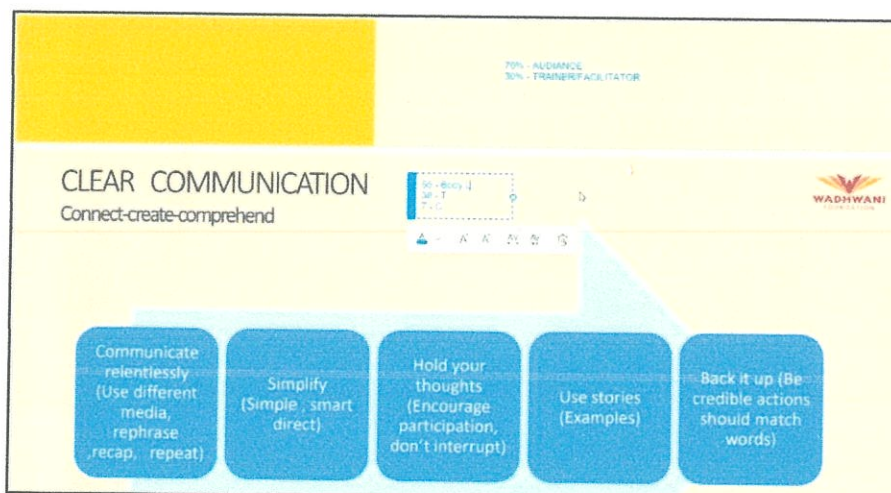
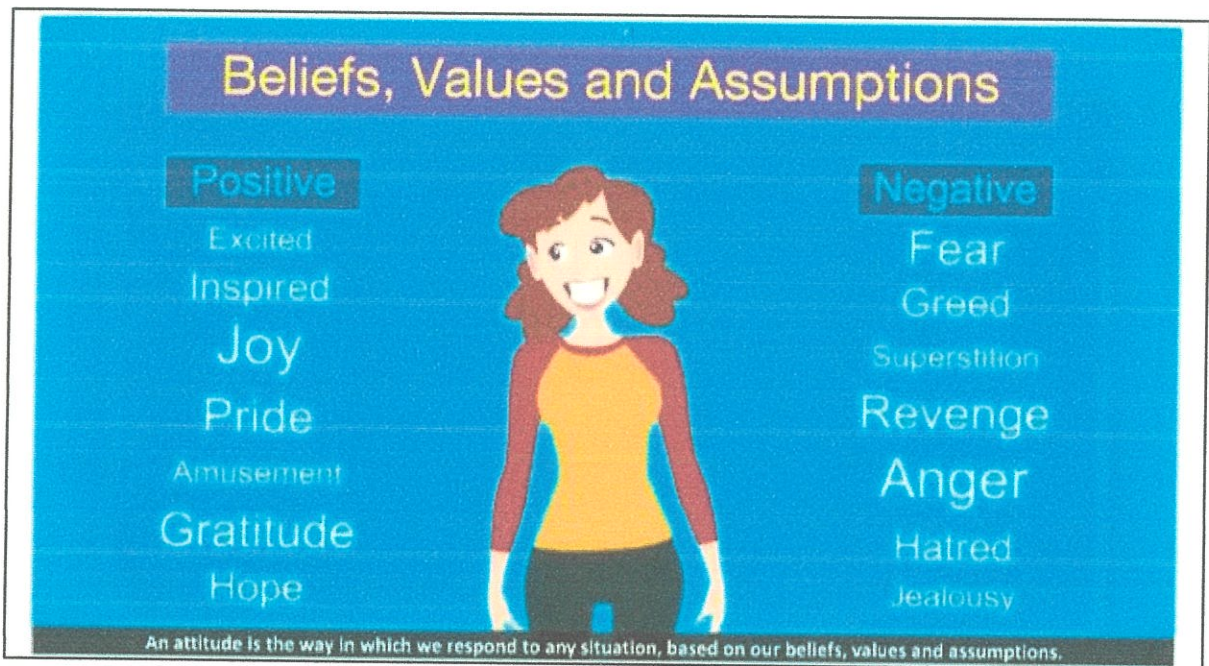
- Positive
- Negative

HOST 2: SHAHRIAR ISLAM

SESSION- 2: 12:31 PM to 2 PM

TOPIC: CLEAR COMMUNICATION

The session was started by Mrs. SHIPRA THAPPA about positive attitude and the need of personality development. Which can show a great impact on attitude formation.



Later the session was handed Mr. SHAHRAIR ISLAM who created awareness about teaching methodology used in WADHWANI FOUNDATION and discussed the importance of clear communication in making TLR practice effectively.

DAY- 3:

On 21 July 2023, the Day-3 session began at 11am and continued till 2pm.

HOST 1: SHIPRA THAPPA

SESSION-1: 11:00 AM to 11:40 AM

TOPIC: DISCUSSED ON PERVIOUS TOPICS

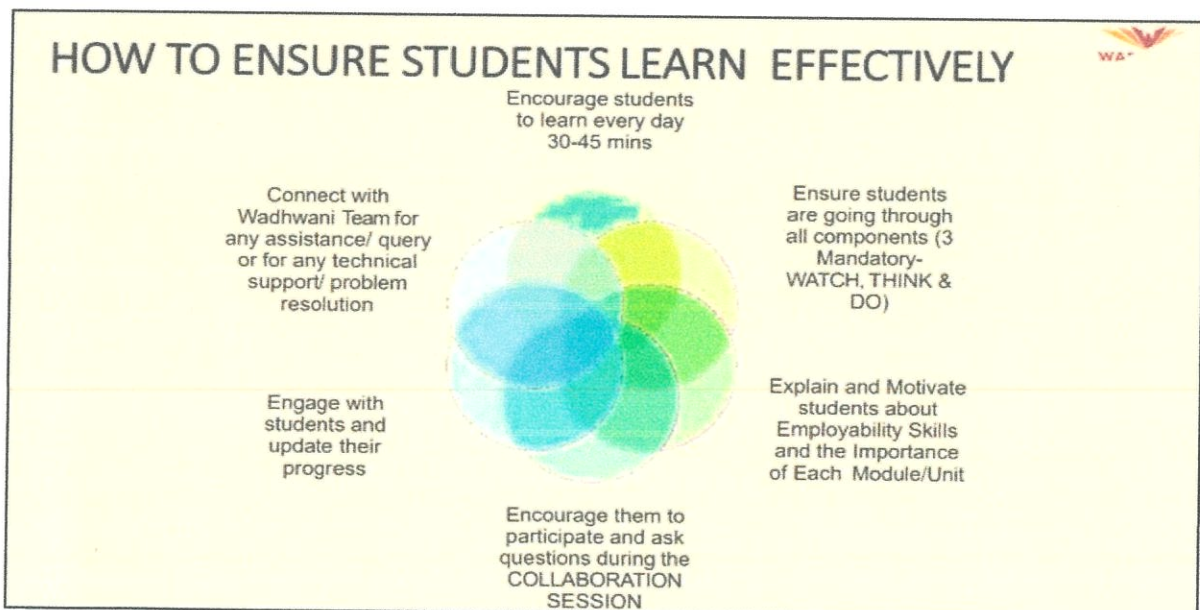
HOST 2: SHAHRIAR ISLAM

SESSION- 2: 11:41 PM to 1:30 PM

TOPIC: HOW TO ENSURE STUDENTS LEARN EFFECTIVELY

The 3rd day session was started by Mrs. SHIPRA THAPPA by having a quick review on the pervious topics. Later the session was concluded by Mr. SHAHRAIR ISLAM discussed pervious topics and explained how to ensure students to learn effectively.

The final session of **FOP** concluded with the submission of assignments done by faculty attended for this **FOP** where the three days attendance 100% and assignments 80% are taking into serious consideration in order every day to select faculty and make them as certified member in WADHWANI FOUNDATION. The whole assignment and attendance were reviewed by Mr. NITIN BALI, Member in WADHWANI FOUNDATION.



PROCESS OF ATTAINMENT OF CERTIFICATION

NAME	P. HARISHA
E-MAIL	harsha99.siri@gmail.com
QUIZ - 1	72%
QUIZ - 2	72%
QUIZ - 3	70%

Out of 107 participants, only 5 members got selected for re- test performance, and in that test Mrs. P. HARISHA got selected by attaining the result as follow

NAME	P. HARISHA
E-MAIL	harsha99.siri@gmail.com
QUIZ - 1	94%
QUIZ - 2	92%
QUIZ - 3	91%

With this score, she cracked the FOP and got certified as a mentor for the Employability and Communication skills training program for the students who are aspirants for getting a good job in software and other sectors.



This certificate is awarded to

Harisha Pappusetti

for successful participation and completion of the Faculty Orientation Program conducted by Wadhvani Foundation on 21st Century Employability Skills Course.

We wish you all the very best for your future as a 'Faculty' of this course.

Issue Date: August 4, 2023

Certificate Validation Website: cert.wfglobal.org/verify

Certificate Validation Code: R0yixernYo

A handwritten signature in black ink, appearing to read "SD", is positioned above the name of the signatory.

Sunil Dahiya

Executive Vice President
Wadhvani Opportunity

PRINCIPAL
B.V. RAJU COLLEGE
VISHNUPUR, BHIMAVARAM-534 202





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VISHNUPUR:: BHIMAVRAM

WADHWANI

EMPLOYABILITY AND COMMUNICATION SKILLS

COURSE DETAILS:

The Department of English organized online course for III semester students of B.Sc., & B.com in collaboration with Wadhvani, an online platform to up skill the knowledge and technical skills, for students. The course wadhvani is a 3 months (90 days) course, It enhances the students employability and communication skills to compete with the present trends. For this course 71 students got registered and going on through the learning process which includes 4 assignments.

ASSIGNMENTS:

- ASSIGNMENT – 1:- 22 questions (3 TOPICS)
 - Topic – 1 : Communication work place (13 topics)
 - Topic – 2 : Team works (6 topics)
 - Topic – 3: Customer centricity (5 topics)

- ASSIGNMENT – 2:- 22 questions (5 TOPICS)
 - Topic – 1 : Attitude and Behavioral skills(13 topics)
 - Topic – 2 : Problem solving (4 topics)
 - Topic – 3: Feedback (1 topics)
 - Topic – 4: Digital literacy work place (5 topics)
 - Topic – 5 : work place awareness (4 topics)

- ASSIGNMENT – 3:- 2 TOPICS
 - Topic – 1 : Entrepreneurial mind set (18 topics)
 - Topic – 2 : success in job interview (8 topics)

- ASSIGNMENT – 4:- 40 questions
 - Topic : Overall Feedback on Total Syllabus

Course Feedback:

Students have to success overall 70% of marks in order to get the course completion certificate which can be useful for their resume also.

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LIST OF THE STUDENTS ENROLLED FOR WADWANI

S.NO.	Name of the student	Group/Section	Contact	Signature
1.	B.JEEVAN	MPC	8466044623	B.Jeevan
2.	K.KALYANI	MPC	7981182625	K. kalyani
3.	M.MANJU	MPC	7204012959	M. Manju
4.	K. SUREKHA	MPC	7386241975	K. surekha
5.	R.POOJITHA	MPC	6305363601	R.poojitha
6.	KOMA RAJYA LAKSHMI	MPCS-A	9493276675	K. Parth
7.	CH.DIVYA	MPCS-A	6303963139	ch. Divya
8.	CH.KUMARI	MPCS-A	9550744141	Ch. Anjali
9.	D.CHANDRAVARDHAN	MPCS-A	9652624539	D.VARDHAN
10.	G.KUMAR SWAMI	MPCS-A	9849786141	G. Kumar Swami
11.	P.S.MOULI GUPTHA	MPCS-A	8125744386	P.S. mouligupta
12.	A.YESWANTH SIVA SAI	MPCS-A	9390937776	A.yeswanth siva Sai
13.	I.HANISH	MPCS-A	9110306768	I. hanish
14.	G.TAGORE	MPCS-A	7095236256	G. TAGORE -
15.	E.DURGA PRASAD	MPCS-A	8639777488	Not in progress
16.	V.TEJASWINI	MPCS-B	8688023943	V. Tejaswini
17.	M.VIJAYA RAMALAKSHMI	MPCS-B	6302443510	M. Vijaya Raudhika
18.	V.NAGA LAKSHMI	MPCS-B	6305992520	V. Naga lakshmi
19.	SAYYED.RESHMA	MPCS-B	8639665633	Sd. Reshma
20.	V.SWATHI	MPCS-B	9951061279	V. Swathi
21.	SK.SANA	MPCS-B	6305947282	SK. Sana
22.	G.LIKITHA	MPCS-A	9494337095	G. likitha
23.	G.ISWARYA	MPCS-A	8247239415	G. Iswarya
24.	K.DEEPTHI SARAYU	MPCS-A	9063599226	K. Deepthi Sarayu

25.	BH.ASRITHA	MSCS-A	7207401562	BH. ASRITHA
26.	BH.PALLAVI	MSCS-A	9182654833	BH. Pallavi
27.	G.LOHITHA	MSCS-A	9491318627	G. Lohitha
28.	A.PAVANI	MSCS-A	9515231713	A. Pavani
29.	I.MANOHARI	MSCS-A	9347147446	I. Manohari
30.	K.MAHITHA RANI	MSCS-A	9392899748	K. Mahitharani
31.	K.PAVANI	MSCS-B	9182654833	K. PAVANI
32.	M.SRAVANTHI	MSCS-B	9398348231	M. Sravanthi
33.	CH.DARANI SOWMYA	MSCS-B	8897372389	CH.D. Sowmya
34.	M.SAIRABHANU	MSCS-B	8074446244	M. Saairabhanu
35.	T.POORNIMA REKHA	MSCS-B	6302138412	T. Poornimarekha
36.	V.CHARISHMA	MSCS-B	9493419254	V. Charishma
37.	V.HARSHITHA	MSCS-B	9246080619	V. Harshitha
38.	CH.SAILAJA	MECS-A	6309348327	Ch. Sailaja
39.	G.HIMANI	MECS-A	9618577966	G. Himani
40.	A.CHARITHA	MECS-A	9618577966	A. Charitha
41.	G.PERSIS	MECS-A	9347249611	G. Persis
42.	K.KOMAL	MECS-A	8019480893	K. Komal
43.	K.KARTHIK	MECS-A	9392660484	K. Karthik
44.	I.N.JAGADHESH	MECS-A	9014933335	I.N. Jagadhesu
45.	G.RAJESH	MECS-A	8019480893	Not in Progress
46.	SK.JAHIRA	MECS-B	9848086881	SK. Jahira
47.	S.PRINCE	MECS-B	6303425677	Not in Progress
48.	SK.SHAHINA	MECS-B	7981255567	Not in Progress
49.	P.JAYA SRI	MECS-B	6303763606	P. Jaya Sri
50.	M.AISHWARYA	MECS-B	8555902908	M. Aishwarya
51.	P.GAYATRI	MECS-B	9391681941	P. Gayatri
52.	P.HEMA SRI	MBBTBC	8297920497	P. Hema Sri
53.	K.NAVYA	MBBTBC	9908133737	K. Navya
54.	R.NEELIMA	MBBTBC	9014088366	Not in Progress
55.	K.PRAVALIKA	MBBTBC	7569727729	K. Pravalika
56.	P.SWATHI	MBBTBC	8125433543	P. Swathi

W

57.	BH. KEERTHI VARMA	MBBTBC	7378556789	BH. Keerthi Varma
58.	K.SOWJANYA	MBBTBC	7075905176	K. Sowjanya
59.	P. LAKSHMI PARVATHI	MBBTBC	9392228662	Not in Progress
60.	M.V. MOUNIKA	MBBTBC	8096752993	Not in Progress
61.	M. SRI RAM BENDICT	MBBTBC	6300644168	Not in Progress
62.	MD.TEHASIN	BTBCC	7671071231	Md. Tehasin
63.	I.REVATHI	BTBCC	8919607665	I. Revathi
64.	I.NAVYA SRI	BTBCC	6302196590	I. NAVYA Sri
65.	K.SATYA SRI	BTBCC	9493018705	K. Satya Sri
66.	J.S.M.PRAVALLIKA	BTBCC	7416545667	J.S.M pravallika
67.	K.ROSHINI	II B.COM	8074649534	K. Roshini
68.	G.ROHITA	II B.COM	8699699899	G. Rohita
69.	M.D.SALEHA MARIYAM	II B.COM	7071729666	M.D. Saleha Mariyam
70.	K.KEERTHANA	II B.COM	9949344446	K. Keerthana
71.	M.D.UZMA	II B.COM	8985302588	M. D. Uzma.

For this academic year, 2023-2024, 71 students were enrolled for WADHWANI EMPLOYABILITY AND COMMUNICATION SKILLS and enjoyed the course thoroughly; at the end of the three months course 61 students appeared for the online examination and got certificates.


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LIST OF THE STUDENTS ATTENDED ASSIGNMENTS FOR WADWANI

ASSIGNMENT-4

DATE: 29-11-2023

S.NO.	Name of the student	Group/Section	Signature	Remarks
1.	B.JEEVAN	MPC	B. Jeevan	
2.	K.KALYANI	MPC	K. Kalyani	
3.	M.MANJU	MPC	M. Manju	
4.	K. SUREKHA	MPC	K. Surekha	
5.	R.POOJITHA	MPC	R. Poojitha	
6.	KOMA RAJYA LAKSHMI	MPCS-A	K. Rajya	
7.	CH.DIVYA	MPCS-A	Ch. Divya	
8.	CH.KUMARI	MPCS-A	Ch. Kumari	
9.	D.CHANDRAVARDHAN	MPCS-A	D. Chandravaradhan	
10.	G.KUMAR SWAMI	MPCS-A	G. Kumar Swami	
11.	P.S.MOULI GUPTHA	MPCS-A	P.S. Mouligupta	
12.	A.YESWANTH SIVA SAI	MPCS-A	A. Yeswanth Siva Sai	
13.	I.HANISH	MPCS-A	I. Hanish	
14.	G.TAGORE	MPCS-A	—	Not in progress
15.	E.DURGA PRASAD	MPCS-A	—	Not in progress
16.	V.TEJASWINI	MPCS-B	V. Tejaswini	
17.	M.VIJAYA RAMALAKSHMI	MPCS-B	M. Vijaya Ramalakshmi	
18.	V.NAGA LAKSHMI	MPCS-B	V. Naga Lakshmi	
19.	SAYYED.RESHMA	MPCS-B	Sd. Reshma	
20.	V.SWATHI	MPCS-B	V. Swathi	
21.	SK.SANA	MPCS-B	SK. Sara	
22.	G.LIKITHA	MPCS-A	G. Likitha	
23.	G.ISWARYA	MPCS-A	G. Iswarya	
24.	K.DEEPTHI SARAYU	MPCS-A	K. Deepthi Sarayu	

25.	BH.ASRITHA	MSCS-A	BH.ASRITHA	BH.ASRITHA
26.	BH.PALLAVI	MSCS-A	BH.pallavi	BH.pallavi
27.	G.LOHITHA	MSCS-A	G.Lohitha	G.Lohitha
28.	A.PAVANI	MSCS-A	A.Pavani	
29.	I.MANOHARI	MSCS-A	I.ManoHari	
30.	K.MAHITHA RANI	MSCS-A	K.Mahitharani	
31.	K.PAVANI	MSCS-B	K.PAVANI	
32.	M.SRAVANTHI	MSCS-B	M.Sravanthi	
33.	CH.DARANI SOWMYA	MSCS-B	CH.D.Sowmya	
34.	M.SAIRABHANU	MSCS-B	M.Sairabhanu	
35.	T.POORNIMA REKHA	MSCS-B	T.Poornima rekha	
36.	V.CHARISHMA	MSCS-B	v.charishma	
37.	V.HARSHITHA	MSCS-B	V.Harshitha	
38.	CH.SAILAJA	MECS-A	ch.sailaja	
39.	G.HIMANI	MECS-A	G.Himani	
40.	A.CHARITHA	MECS-A	A.Charitha	
41.	G.PERSIS	MECS-A	G.Persis	
42.	K.KOMAL	MECS-A	K.Komal	
43.	K.KARTHIK	MECS-A	K.Karthik	
44.	I.N.JAGADHESH	MECS-A	I.N.Jagadhesu	
45.	G.RAJESH	MECS-A	—	Not in progress
46.	SK.JAHIRA	MECS-B	SK.Jahira	
47.	S.PRINCE	MECS-B	—	Not in progress
48.	SK.SHAHINA	MECS-B	—	Not in progress
49.	P.JAYA SRI	MECS-B	P.Jaya Sri	
50.	M.AISHWARYA	MECS-B	M.Aishwarya	
51.	P.GAYATRI	MECS-B	P.Gayatri	
52.	P.HEMA SRI	MBBTBC	P.Hema Sri	
53.	K.NAVYA	MBBTBC	K.Navya	
54.	R.NEELIMA	MBBTBC	—	Not in progress
55.	K.PRAVALIKA	MBBTBC	K.Pravalika	

56.	P.SWATHI	MBBTBC	P. Swathi	
57.	BH. KEERTHI VARMA	MBBTBC	BH. Keerthi Varma	
58.	K.SOWJANYA	MBBTBC	K. Sowjanya	
59.	P. LAKSHMI PARVATHI	MBBTBC	—	Not in progress
60.	M.V. MOUNIKA	MBBTBC	—	Not in progress
61.	M. SRI RAM BENDICT	MBBTBC	—	Not in progress
62.	MD.TEHASIN	BTBCC	Md. Tehasin	
63.	I.REVATHI	BTBCC	I. Revathi	
64.	I.NAVYA SRI	BTBCC	I. Navya Sri	
65.	K.SATYA SRI	BTBCC	K. Satya Sri	
66.	J.S.M.PRAVALLIKA	BTBCC	J.S.M pravallika	
67.	K.ROSHINI	II B.COM	K. Roshini	
68.	G.ROHITA	II B.COM	G. Rohita	
69.	M.D.SALEHA MARIYAM	II B.COM	M.D. Saleha Mariyam	
70.	K.KEERTHANA	II B.COM	K. Keerthana	
71.	M.D.UZMA	II B.COM	M.D. Uzma	

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ASSIGNMENT-4

Assignment - iv

When you are saying "No", you should be:

- a. strict with what you feel is right
- b. None of these options
- c. not bothered about the feelings of the other person
- d. clear and firm, but polite

To have successful workplace interactions, you must make sure that your communication should be:

- a. Logical, simple and vaguely focused on the topic of discussion
- b. Logical, elaborate, indirectly focused on the topic of discussion
- c. Logical, lengthy, indirect and transgressing from the topic of discussion
- d. Logical, simple, direct and focused on the topic of discussion

Assignment 5

Who is responsible to deliver high quality products or services?

- a. All teams or departments
- b. Quality team
- c. Operations team
- d. Development team

The "C" of "CRAFT" model refers to being "clear about the purpose".

- a. False
- b. True

Savings and investments will help us achieve _____.

- a. The ability to pay during emergencies
- b. Long-term financial goals
- c. All of these options
- d. Short-term financial goals

What is the function of slide master in powerpoint?

- a. Provides the option to choose a theme for the slides
- b. None of these options
- c. Customizes all slides to have the same background and formatting
- d. Opens a new slide

What are some of the questions you should ask yourself about the job profile, before appearing for the interview? Select the best option.

- a. Both A and B
- b. A. What are the skills needed to do this job well?
- c. B. What examples can I use to prove my ability to do this task efficiently?
- d. None of the above

You are from a different state and thus the locals seem to hold prejudice towards you. On the other hand you actually seem to like the locals overall.

- a. Try to learn about the locals and their culture and mingle.
- b. Make all the locals understand your culture and its beliefs and show them how it is better.
- c. Gather all the people that are from the same place as you are create a union to fight prejudice.
- d. Convert yourself into their religion or blindly follow their beliefs so that you are accepted by society.

According to the 'THINK' model which of the following is the correct expansion?

- a. Take an empathetic approach, Help others, Ideate and present all solutions, Need to prototype, Keep testing to Validate.
- b. Take an empathetic approach, Help define the problem, Ideate and present all solutions, Need to prototype, Keep trying
- c. Take an empathetic approach, Help define the problem, Ideal questions, Need to prototype, Keep testing to Validate.
- d. Take an empathetic approach, Help define the problem, Ideate and present all solutions, Need to

You work at a bookstore. A customer comes to borrow a book, but she has forgotten her ID. Will you lend her a book? :

- a. You try to explain the rule and instead lend it only for fifteen days instead of one month, after noting all details.
- b. You try to explain to her that it's not possible without ID and apologize.
- c. Rules are rules. You won't lend her the book.
- d. Ignore the request and make rules stricter as a lesson.

The expansion of the IDEAL model is:

Illustrate the objective, Define expectations, Examine and analyse Data, Access and evaluate the results, look for remedial Actions.

- a. False
- b. True

_____ help to provide an easier and usually quicker method of directing and finishing commands in Microsoft Excel. Some examples include ALT, Ctrl, Shift, Function key and Window key.

- a. Horizontal Keys
- b. Shortcut Keys
- c. Direct Keys
- d. Vertical Keys

4P's of entrepreneurship are Patience, Persistence, Perseverance, and Passion.

- a. False
- b. True

Which of the following should you NOT do while waiting for your interview to start?

- a. Keep your phone on ringing mode.
- b. Engage in a conversation with other candidates.
- c. Be polite while interacting with other employees of the company.
- d. Revise your concepts or mentally practice your answers.

_____ account is a personal account for people, _____ account helps two or more individuals jointly use an account, _____ account is used by business and companies.

- a. Saving, Joint, Current
- b. Joint, Current, Saving
- c. Current, Joint, Saving
- d. Current, Saving, Joints

An unannounced client shows up at work before office hours. You are asked to report immediately to meet the client. It is impossible for you to make it before office hours, as you have a child who needs to be dropped to school.

- a. None of these options.
- b. Tell your boss that you will be unable to make it early.
- c. Request the client to cooperate, apologize, and assure them that you will reach at the soonest possible.
- d. Don't do anything.

How should an entrepreneur embrace diversity and inclusion?

- a. Treat all customers with equal commitment.
- b. Build a diverse team.
- c. Both these options

You find a friend wasting a lot of time on social media. He has exams coming up and is totally unprepared. You department has been provided with a batch of fresh recruits who are unfamiliar with the work environment and the ways of the organisation.

- a. The recruits will find their way sooner or later, only work efficiency matters.
- b. Throw a big party to welcome new recruits and give them utmost importance.
- c. Personally guide your juniors and request the hr department to familiarize them with the organisational policies and culture.
- d. Leave all your tasks and assignments to make sure that the new recruits feel at home.

The 3 Cs of a buyer-seller conversation are:

- a. Complex, Confuse, Corrupt
- b. Clear, Complete, Correct
- c. Contribute, Contextual, Correlated
- d. Concise, Collaborate, Cohesive

Rita is an entrepreneur who tries to play safe by copying a successful business model. Which type of an entrepreneur is she?

- a. Imitator
- b. Prodigy
- c. Rebel
- d. Initiator

Which of the following questions can you ask the interviewer at the end of the interview?

- a. None of these options
- b. Ask the interviewer whether you have got the job or not.
- c. Asking about the next steps in the interview process
- d. Asking about detailed job description

Ray has a series of tasks to perform during his work hours. Of the following tasks, which of the following should be of least priority in his list?

- a. Chatting with his colleagues during tea/coffee breaks
- b. Project tasks for the day
- c. Attending meetings with his customers
- d. Performance meeting with his boss

_____ account is a personal account for people, _____ account helps two or more individuals jointly use an account, _____ account is used by business and companies.

- a. Saving, Joint, Current
- b. Joint, Current, Saving
- c. Current, Joint, Saving
- d. Current, Saving, Joints

An unannounced client shows up at work before office hours. You are asked to report immediately to meet the client. It is impossible for you to make it before office hours, as you have a child who needs to be dropped to school.

- a. None of these options.
- b. Tell your boss that you will be unable to make it early.
- c. Request the client to cooperate, apologize, and assure them that you will reach at the soonest possible.
- d. Don't do anything.

How should an entrepreneur embrace diversity and inclusion?

- a. Treat all customers with equal commitment.
- b. Build a diverse team.
- c. Both these options

You find a friend wasting a lot of time on social media. He has exams coming up and is totally unprepared. You department has been provided with a batch of fresh recruits who are unfamiliar with the work environment and the ways of the organisation.

- a. The recruits will find their way sooner or later, only work efficiency matters.
- b. Throw a big party to welcome new recruits and give them utmost importance.
- c. Personally guide your juniors and request the hr department to familiarize them with the organisational policies and culture.
- d. Leave all your tasks and assignments to make sure that the new recruits feel at home.

Is this the correct formula to gain a customer's happy experience: Know + Understand + Trust = Happy Experience

- a. No
- b. Yes

Which of the following act(s) is an example of comparing according to the PICK model?

- a. Different brands of shampoo in one store
- b. Both of these options
- c. A single brand of shampoo sold in different stores

X Ray has a series of tasks to perform during his work hours. Of the following tasks, which of the following should be of least priority in his list?

- a. Chatting with his colleagues during tea/coffee breaks
- b. Project tasks for the day
- c. Attending meetings with his customers
- d. Performance meeting with his boss

Jon works as a delivery executive for a restaurant. On a busy day, he gets one of the orders mixed up. The customer calls up the restaurant complaining about having received the wrong order. Jon accepts his mistake and explains to his manager, apologises to the customer, and delivers the correct order. What value does Jon exhibit to the customer?

- a. All of these options
- b. Work ethic
- c. Honesty
- d. Integrity

Jon works as a delivery executive for a restaurant. On a busy day, he gets one of the orders mixed up. The customer calls up the restaurant complaining about having received the wrong order. Jon accepts his mistake and explains to his manager, and apologises to the customer, and delivers the correct order. What value does Jon exhibit to the customer?

- a. All of these options
- b. Work ethic
- c. Honesty
- d. Integrity

A customer ordered a Blue colour dress, but recieved a Black colour dress. They are now complaining about it. What do you do in this situation?

- a. Pass on the problem to other employee.
- b. Blame the customer for ordering the wrong colour.
- c. Talk to the customer and replace the dress.
- d. Try to reason out through arguing with the customer.

Ray has to write a summary of the meeting that he attended. Pick all factors that he should avoid while preparing the summary.

- a. Action items and brief points about every topic that was discussed
- b. Everything that was discussed in the meeting
- c. Elaborate details of the top 3 important points
- d. Only the action items (or the tasks to complete)

The BASE model ensures a good professional relationship. Select the correct expansion:

- a. Based on facts, Ask, Simple, Examples
- b. Based on facts, Aspire, Simple, Example
- c. Based on facts, Ask, Simple, Elegant
- d. Based on facts, Ask, Simple, Exaggeration

Company description includes:

- a. All of the above
- b. Nature of the business
- c. Brief history of the business
- d. Type of business

Employees, Managers, Owners, Administrative Staff, and the HR department are the stakeholders. Select the type of stakeholders from the below choices.

- a. Internal Stakeholders
- b. External Stakeholders
- c. Secondary Stakeholders
- d. Primary Stakeholders

How can you achieve your daily goals within the given deadlines?

- a. Working on the most important tasks first, and then the rest of the work.
- b. Working on tasks in any order because they need to be finished and the importance does not matter.
- c. Working on the less important tasks first, and then the most important ones.
- d. Working on all the tasks at the same time because all tasks are equally important.

You accidentally send a confidential email to a wrong person. What would you do?

- a. Send a follow up email to the "wrong" person, or call them explaining your mistake. Then send the email to the correct person.
- b. Explain what has happened to your manager and let them deal with any problems.
- c. Send the e-mail to the correct person and leave things like that.
- d. Decide to leave the office and deal with any problems the next day.

Strong emotions can cause problems

such as:

- a. All of these options
- b. Anger
- c. Disappointment
- d. Frustration

SCAN model helps to resolve conflicts to maintain relationships. The correct expansion of the SCAN model is: Smooth, Collaborate, Argue and Negotiate.

- a. Smooth, Collaborate, Argue and Navigate
- b. Systematic, Collaborate, Argue and Negotiate
- c. Smooth, Collaborate, Argue and Negotiate
- d. Smooth, Collective, Argue and Negotiate

What is meant by a logical process of decision making?

- a. It means to select the appropriate solution for the problem.
- b. It means to make decisions that doesn't have any negative impact
- c. It means that everyone arounds you respects your decision
- d. All of the options

What should be the motivation of an entrepreneur to serve customers?

- a. To satisfy customers' requirements as a way of giving back to society
- b. To keep customers engaged in their products or services
- c. To make business profit
- d. None of these options

Sam ordered at a restaurant and his food arrived late and cold. This made Sam unhappy and he became aggressive towards the management. How should the manager behave with Sam?

- a. The manager should blame the chef/cook and then ask Sam to leave.
- b. He should listen to Sam first, say sorry and solve it in a friendly way. Finally, he should request Sam to visit again and promise him with better service every time he visits.
- c. The manager does not need to listen to Sam's complaint, he can just apologise and consider the problem solved.
- d. The manager should just say

When working together in a team, conflict is quite common. It is the team players' responsibility to resolve the conflicts.

- a. False
- b. True

If you are applying for a job, you should identify:

- a. Your technical skills plus your other non-technical skills.
- b. Your life-skills.
- c. The skills of other people.
- d. Managerial skill of the person who will become your boss.

Which of the following documents do you NOT need to carry for an interview?

- a. All certificates (educational and/or professional)
- b. All of these options
- c. Passport size photographs
- d. Resume/Curriculum Vitae (CV)



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ASSIGNMENT-3



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LIST OF THE STUDENTS ATTENDED ASSIGNMENTS FOR WADWANI

ASSIGNMENT - 3

DATE : 15-11-2023

S.NO.	Name of the student	Group/Section	Signature	Remarks
1.	B.JEEVAN	MPC	B. Jeevan	
2.	K.KALYANI	MPC	K. Kalyani	
3.	M.MANJU	MPC	M. Manju	
4.	K. SUREKHA	MPC	K. Surekha	
5.	R.POOJITHA	MPC	R. Poojitha	
6.	KOMA RAJYA LAKSHMI	MPCS-A	K. Rajya Lakshmi	
7.	CH.DIVYA	MPCS-A	Ch. Divya	
8.	CH.KUMARI	MPCS-A	Ch. Kumari	
9.	D.CHANDRAVARDHAN	MPCS-A	D. Chandravardhan	
10.	G.KUMAR SWAMI	MPCS-A	G. Kumar Swami	
11.	P.S.MOULI GUPTHA	MPCS-A	P. S. Mauli Gupta	
12.	A.YESWANTH SIVA SAI	MPCS-A	A. Yeswanth Siva Sai	
13.	I.HANISH	MPCS-A	I. Hanish	
14.	G.TAGORE	MPCS-A	—	Not in progress
15.	E.DURGA PRASAD	MPCS-A	—	Not in progress
16.	V.TEJASWINI	MPCS-B	V. Tejaswini	
17.	M.VIJAYA RAMALAKSHMI	MPCS-B	M. Vijaya Ramalakshmi	
18.	V.NAGA LAKSHMI	MPCS-B	V. Naga Lakshmi	
19.	SAYYED.RESHMA	MPCS-B	Sed. Reshma	
20.	V.SWATHI	MPCS-B	V. Swathi	
21.	SK.SANA	MPCS-B	SK. Sana	
22.	G.LIKITHA	MPCS-A	G. Likitha	
23.	G.ISWARYA	MPCS-A	G. Iswarya	
24.	K.DEEPTHI SARAYU	MPCS-A	K. Deepthi Sarayu	

25.	BH.ASRITHA	MSCS-A	BH.ASRITHA	BH.ASRITHA
26.	BH.PALLAVI	MSCS-A	B.H. Pallavi	BH. Pallavi
27.	G.LOHITHA	MSCS-A	G. Lohitha	G. Lohitha
28.	A.PAVANI	MSCS-A	A. PAVANI	
29.	I.MANOHARI	MSCS-A	I. Manohari	
30.	K.MAHITHA RANI	MSCS-A	K. Mahitharani	
31.	K.PAVANI	MSCS-B	K.PAVANI	
32.	M.SRAVANTHI	MSCS-B	M. Sravanthi	
33.	CH.DARANI SOWMYA	MSCS-B	CH.D. Sowmya	
34.	M.SAIRABHANU	MSCS-B	M. Sairabhanu	
35.	T.POORNIMA REKHA	MSCS-B	T. Poornima rekha	
36.	V.CHARISHMA	MSCS-B	V. charishma	
37.	V.HARSHITHA	MSCS-B	V. Harshitha	
38.	CH.SAILAJA	MECS-A	ch. Sailaja	
39.	G.HIMANI	MECS-A	G. Himani	
40.	A.CHARITHA	MECS-A	A. Charitha	
41.	G.PERSIS	MECS-A	G. persis	
42.	K.KOMAL	MECS-A	K. Komal	
43.	K.KARTHIK	MECS-A	K. Karthik	
44.	I.N.JAGADHESH	MECS-A	I.N. Gadhesk	
45.	G.RAJESH	MECS-A	—	Not in progress
46.	SK.JAHIRA	MECS-B	Sk. Jahira	
47.	S.PRINCE	MECS-B	—	Not in progress
48.	SK.SHAHINA	MECS-B	—	Not in progress
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66.	J.S.M.PRAVALLIKA	BTBCC	J.S.M Pravalika	
67.	K.ROSHINI	II B.COM	K. Roshini	
68.	G.ROHITA	II B.COM	G. Rohita	
69.	M.D.SALEHA MARIYAM	II B.COM	M.D. Saleha Maryam	
70.	K.KEERTHANA	II B.COM	K. Keerthana	
71.	M.D.UZMA	II B.COM	M. D. Uzma.	

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Assignment - III

Mark the statement that reflects the social responsibility of entrepreneurs?

- a. Entrepreneurs create economic growth
- b. Entrepreneurs with a philanthropic mindset
- c. Both these options

Which of the following includes all the factors that affect competitive strategies?

- a. Products, Pricing, Participation, Distribution and Advertising
- b. Products, Proposition, Distribution, Profitability and Pricing
- c. Products, Pricing, Distribution, Promotion, and Advertising
- d. Products, Proposition, Distribution, Percentage and Advertising

What do you understand by the term "business risks"?

- a. The risk of unemployment.
- b. The risk of failing every time.
- c. The possibility of business creating no competition in the market.
- d. The possibility of a business making losses.

What is business networking?

- a. Business networking is the process to establish a new venture
- b. None of these options
- c. Business networking involves people meeting to form business relations and gain potential partners for ventures
- d. Business networking means keeping healthy relations with peers

While starting a business, which of the following traits is very important?

- a. Being proactive
- b. Identifying competitors
- c. All of these options
- d. Taking calculated risks

While looking at the story of famous entrepreneur 'Steven Spielberg', what do you think made him successful even after getting rejected?

- a. His acceptance of his shortcomings, and his willingness to learn.
- b. His belief that he is better than his peers.

Which of the following should you NOT do after accepting a job offer?

- a. Not respond to the email or call in a timely manner.
- b. Suggest a friend's name for the job that you got.
- c. Reject the offer later because you found something better.
- d. Sign agreements and complete other formalities.

Which of these qualities is of great importance for a person to be a successful entrepreneur?

- a. Resilience and perseverance
- b. Self-confidence
- c. Optimism
- d. All of these options

What should be your approach when answering the question, "Introduce yourself" in an interview?

- a. Give a lengthy description of your abilities, experiences, and achievements of the past.
- b. Talk about your future goals and ambition.
- c. Talk about your hobbies.
- d. Give a short and precise introduction relevant to the job role you have applied for including your name, academic qualification, work experience if any, and which role you have applied for.

As the interview comes to an end, what should you do as a candidate?

- a. Hurry up and run out of the room as soon as possible
- b. Thank the interviewer for their time, and take their permission to ask any questions you may have.
- c. Ask the interviewer whether you have got the job or not.

What does taking ownership mean in an organisation?

- a. It means owning the organisation
- b. It means to take the initiative to bring about positive results
- c. None of these options

What is a business plan?

- a. None of these options
- b. Business plan is the process of creating welfare for the society
- c. Business plan involves a profit and loss statement of the business conducted till date
- d. Business plan is a written description for your business in future

What does 'vision' of a company mean?

- a. Both the options
- b. It is what created the work ethics and culture for the business venture.
- c. None of the options
- d. The vital energy that drives all entrepreneurs.

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Out of the following, which is not a good way to describe your strengths?

- a. Describing your strengths in a vague way and lying about your strengths.
- b. Being authentic and honest about your strengths.
- c. Recollecting instances or scenarios where you might have portrayed the skills.
- d. Using positive terms or phrases to describe yourself.

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Which of the following are the four different types of entrepreneurial businesses?

- a. Promoters, Public investors, Retail businesses, Wholesale businesses
- b. None of these options
- c. Money dealers, Bankers, Coach, and shop owners
- d. Small businesses, Scalable start-ups, Large Companies and Social Entrepreneurship

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To ensure that you don't forget any documents at home, you can_____.

- a. create a checklist of the essential documents when preparing for the interview
- b. ask your friend/family to remind you
- c. hope that you do not forget any documents
- d. rely on your memory

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What does credit mean?

- a. None of these options
- b. The funds that you receive regularly over a period of time on the promise to return later with an added charge.
- c. The amount given to someone with the understanding that it won't be returned.
- d. The funds given to a company in exchange of goods or services.

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Which of the following explains the main trait of an entrepreneurial mindset?

- a. dealing with the organisational problems
- b. a certain way of thinking that deals with failure
- c. the mindset of studying and gaining knowledge from other entrepreneurs
- d. the way one approaches challenges and deals with mistakes

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Which of the following processes can help to empower a team?

- a. Communicating clearly
- b. All of these options
- c. Trusting them to make decisions and being available to help them if they face challenges
- d. Providing them training

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It is important to impress ONLY the interviewer. The staff and other employees of the company cannot influence the decision to hire you therefore it is not important to be polite and respectful with them. Is this true?

- a. Yes, this is true. Other people cannot influence the decision to hire you, therefore it is not important to be polite and respectful towards them.
- b. No, this is not true. Other people can also influence the decision to hire you, therefore it is important to be polite and respectful towards them.

Which of the following best describes the lifecycle of the customer?

- a. Acquire, Grow, Manage and Relocate
- b. Acquire, Grow, Manage and Rebel
- c. Act, Grow, Manage and Reclaim
- d. Acquire, Grow, Manage and Reclaim

According to Henry Ford: "Failure is simply the opportunity to begin again, this time more intelligently."

- a. False
- b. True

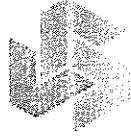
If you don't know what your strengths are, which of the following things should you NOT do? Select the incorrect option.

- a. Go through the job description, look for the skills needed in the role, and think whether you have those skills or qualities.
- b. Ask the interviewer to guess the strengths that you possess.
- c. Ask friends and family, or people who know you well.
- d. Take an online personality test such as DISC profiling.

Which of the following explains the right steps involved in the process of marketing?

- a. Identifying, Anticipating, Characterising and Supplying
- b. Identifying, Anticipating, Creating and Secluding
- c. Identifying, Anticipating, Characterising and Summarizing
- d. Identifying, Anticipating, Creating and Supplying

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ASSIGNMENT-2



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LIST OF THE STUDENTS ATTENDED ASSIGNMENTS FOR WADWANI

ASSIGNMENT-2

DATE: 18-10-2023

S.NO.	Name of the student	Group/Section	Signature	Remarks
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2.	K.KALYANI	MPC	K. Kalyani	
3.	M.MANJU	MPC	M. Manju	
4.	K. SUREKHA	MPC	K. Surekha	
5.	R.POOJITHA	MPC	R. Poojitha	
6.	KOMA RAJYA LAKSHMI	MPCS-A	K. Rajya Lakshmi	
7.	CH.DIVYA	MPCS-A	Ch. Divya	
8.	CH.KUMARI	MPCS-A	Ch. Kumari	
9.	D.CHANDRAVARDHAN	MPCS-A	D. vardhan	
10.	G.KUMAR SWAMI	MPCS-A	G. Kumar Swami	
11.	P.S.MOULI GUPTHA	MPCS-A	P.S. Mauli Gupta	
12.	A.YESWANTH SIVA SAI	MPCS-A	A. Yeswanth Siva Sai	
13.	I.HANISH	MPCS-A	I. Hanish	
14.	G.TAGORE	MPCS-A	—	Not in progress
15.	E.DURGA PRASAD	MPCS-A	—	Not in progress
16.	V.TEJASWINI	MPCS-B	V. Tejaswini	
17.	M.VIJAYA RAMALAKSHMI	MPCS-B	M. Vijaya Ramalakshmi	
18.	V.NAGA LAKSHMI	MPCS-B	V. Naga Lakshmi	
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23.	G.ISWARYA	MPCS-A	G. Iswarya	
24.	K.DEEPTHI SARAYU	MPCS-A	K. Deepthi Sarayu	

25.	BH.ASRITHA	MSCS-A	BH.ASRITHA	BH.ASRITHA
26.	BH.PALLAVI	MSCS-A	BH.Pallavi	BH.Pallavi
27.	G.LOHITHA	MSCS-A	G.Lohitha	G.Lohitha
28.	A.PAVANI	MSCS-A	A.Pavani	A.Pavani
29.	I.MANOHARI	MSCS-A	I.Manohari	I.Manohari
30.	K.MAHITHA RANI	MSCS-A	K.Mahitharani	K.Mahitharani
31.	K.PAVANI	MSCS-B	K.PAVANI	K.PAVANI
32.	M.SRAVANTHI	MSCS-B	M.Sravanthi	M.Sravanthi
33.	CH.DARANI SOWMYA	MSCS-B	CH.D.Sowmya	CH.D.Sowmya
34.	M.SAIRABHANU	MSCS-B	M.Sairabhanu	M.Sairabhanu
35.	T.POORNIMA REKHA	MSCS-B	T.Poornimarekha	T.Poornimarekha
36.	V.CHARISHMA	MSCS-B	V.charishma	V.charishma
37.	V.HARSHITHA	MSCS-B	V.Harshitha	V.Harshitha
38.	CH.SAILAJA	MECS-A	Ch.Sailaja	Ch.Sailaja
39.	G.HIMANI	MECS-A	G.Himani	G.Himani
40.	A.CHARITHA	MECS-A	A.Charitha	A.Charitha
41.	G.PERSIS	MECS-A	G.Persis	G.Persis
42.	K.KOMAL	MECS-A	K.Komal	K.Komal
43.	K.KARTHIK	MECS-A	K.Karthik	K.Karthik
44.	I.N.JAGADHESH	MECS-A	I.N.Jagadhes	I.N.Jagadhes
45.	G.RAJESH	MECS-A	—	Not in progress
46.	SK.JAHIRA	MECS-B	SK.Jahira	SK.Jahira
47.	S.PRINCE	MECS-B	—	Not in progress
48.	SK.SHAHINA	MECS-B	—	Not in progress
49.	P.JAYA SRI	MECS-B	P.Jayashri	P.Jayashri
50.	M.AISHWARYA	MECS-B	M.Aishwarya	M.Aishwarya
51.	P.GAYATRI	MECS-B	P.Gayatri	P.Gayatri
52.	P.HEMA SRI	MBBTBC	P.Hema Sri	P.Hema Sri
53.	K.NAVYA	MBBTBC	K.Navya	K.Navya
54.	R.NEELIMA	MBBTBC	—	Not in progress
55.	K.PRAVALIKA	MBBTBC	K.praavallika	K.praavallika

56.	P.SWATHI	MBBTBC	P. Swathi	
57.	BH. KEERTHI VARMA	MBBTBC	Bh. Keerthi Varma	
58.	K.SOWJANYA	MBBTBC	K. Sowjanya	
59.	P. LAKSHMI PARVATHI	MBBTBC	—	Not in progress
60.	M.V. MOUNIKA	MBBTBC	—	Not in progress
61.	M. SRI RAM BENDICT	MBBTBC	—	Not in progress
62.	MD.TEHASIN	BTBCC	Md. Tehasin	Md. Tehasin.
63.	I.REVATHI	BTBCC	I. Revathi	
64.	I.NAVYA SRI	BTBCC	I. Navya Sri	
65.	K.SATYA SRI	BTBCC	K. Satya Sri	
66.	J.S.M.PRAVALLIKA	BTBCC	J.S.M. pravallika	
67.	K.ROSHINI	II B.COM	K. Roshini	
68.	G.ROHITA	II B.COM	G. Rohita	
69.	M.D.SALEHA MARIYAM	II B.COM	M.D. Saleha Mariyam	
70.	K.KEERTHANA	II B.COM	K. Keerthana	
71.	M.D.UZMA	II B.COM	M. D. Uzma.	

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Assignment - II

Domain-Specific tool is a _____ for a particular application, like railway reservation system, weather forecasting, etc.

- a. Hardware
- b. Software
- c. Malware
- d. All these options

www.careerpoint.ac.in

Ali had placed an order for a wrist-watch and the next day he received a message that the order has been cancelled. How should the customer care department handle the situation, if Ali doesn't agree for a refund?

- a. Sir, I have called to inform you that because of an error at our end, the order got cancelled. We apologize. We can place the order again for you and ensure it reaches you.
- b. Sir, I can give you a discount on your future purchase of a different product.
- c. Sir, I can only process your refund.
- d. Sir, we apologize for the cancellation. You can reorder the watch for the original price or look at something else that you might like.

_____ lets you create, view, edit, and share your files with others quickly and easily. You can create spreadsheets, perform data analysis, create charts using data, make budgets and do a lot more.

- a. MS Excel
- b. None of these options
- c. MS Word
- d. MS Powerpoint

www.careerpoint.ac.in

Jay and Ali are having a conversation about the renovation of their office. They are clear about the expectations and priorities. Now what is the next step they need to take?

- a. They must prioritize their own individual goals.
- b. They should understand everyone's expectations, focus on what is relevant and also take the help of a survey to help guide their decisions.
- c. They must share their priorities with the team and inform them that they will go ahead with the renovation.
- d. Since they are clear with their priorities they should go ahead with the renovation without analyzing all the information relevant to the renovation.

_____ is a detailed description of an employee's salary components like Base pay, PF, Pension, Medical care, Gratuity, Benefits and Allowances, Taxes etc.

- a. Salary slip
- b. All the above
- c. Environment
- d. Self Awareness

Sam and Ray are best friends. Sam loves to shop. Whenever there is a sale, he buys as many clothes as possible even if he cannot afford it. However, Ray buys clothes only when he absolutely needs to, but he ensures that it is within his buying capacity.

- a. Both Sam and Ray have bad money management skills
- b. Sam is good at money management
- c. Both Sam and Ray have good money management skills
- d. Ray is good at money management

You are rather older in comparison to all your colleagues. The young people in the organisation are rather free-spirited and prefer an unconventional work setting.

- a. Ask your boss to make sure that the unconventional style is not adopted.
- b. There is no need to bend in into the environment, stand your ground and by your beliefs.
- c. Try to preach your ways to the youngsters and influence them to your thinking.
- d. Try to gel in with your colleagues, be open to learning new concepts and ideas.

You find a friend wasting a lot of time on social media. He has exams coming up and is totally unprepared.

- a. Ask him to at least prepare to get passing marks.
- b. Getting good marks is almost impossible now.
- c. Ask him to make a timetable with deadlines.
- d. Ask him to reduce time on social media.

What is the first and most important thing to consider while applying for a specific job in any industry?

- a. Knowing your own skill set before you want to apply for a job.
- b. Knowing someone from the company in which you are applying for a job.
- c. Checking the growth prospects in the company where you want to apply for job.
- d. Knowing the perks offered by the company where you want to apply for a job.

You met with a minor accident while in the assembly line. You had a week off and now you are back to work. You have a production deadline to complete and are lagging behind.

- a. You are happy to be back at work but request a task change.
- b. You are still thinking of what happened a week ago.
- c. You accept whatever happened and start working as usual.
- d. You continue working being more careful.

What should be the minimum percentage of monthly salary that a person should save every month?

- a. 10-15%
- b. 45-50%
- c. 5-8%
- d. 40-45%

_____ help to provide an easier and usually quicker method of directing and finishing commands in Microsoft PowerPoint . They include ALT, Ctrl, Shift, Function key and Window key.

- a. Direct Keys
- b. Horizontal Keys
- c. Shortcut Keys
- d. Vertical Keys

What is decision making?

- a. Decision making is the way to make a decision that ensures one's victory
- b. Decision making is the act of choosing the best solution
- c. All of the options
- d. Decision making is the process of making decisions leading to fame

_____ includes software attacks, theft of intellectual property, identity theft, theft of equipment or information, sabotage, and information extortion.

- a. Access
- b. Security threats
- c. Alerts
- d. None of these options

A successful person always works towards achieving the goals that he/she has in his/her mind. Which are the main characteristics that one should possess to achieve their goals?

- A. Result Orientation
- B. Focus
- C. Struggle
- D. Relaxed Attitude

- a. Only A & B
- b. Only C & D
- c. Only D & A
- d. Only B & C

You have been working in the company for over a year now but you still have a hard time figuring out jargons, business processes and policies, this results in delays in work.

- a. Try to understand the working and be more observant and diligent to grasp concepts more effectively.
- b. Take a crash-course to understand the business better.
- c. Request your boss to teach you concepts and technicalities personally.
- d. You will learn it all with time, don't be hard on yourself.

Kane is always optimistic about situations and interactions, and stays hopeful even during difficult situations. He does not give up. Kane has a _____.

- a. Positive attitude
- b. Neutral attitude
- c. Negative attitude
- d. Emotional attitude

_____ is the ability to understand, use, and manage your own feelings in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and defuse conflict.

- a. Self Awareness
- b. Social Awareness
- c. Self Management
- d. Emotional Intelligence

Before a person starts looking for a job to begin their career, it is very important to take the time to understand one's _____ and _____.

- a. Ability and Hobbies
- b. Hobbies and Weaknesses
- c. Neglect and Disregard
- d. Skills and Interests

Ray works at the zoo. His friends often visit him at the zoo and want to chat with him. This is hindering him from performing his duties on time. What should Ray do in this situation?

- a. He should give more importance to his friends.
- b. He should ask his friends to visit him after his work hours.
- c. He should ask his boss to reduce the amount of work allotted to him.
- d. He should ignore his friends.

What is Design Thinking?

- a. Design Thinking is a way to solve problems in a difficult way.
- b. It is a process to teach one the art of designing
- c. Design thinking is a process of solving problems in a creative manner.
- d. None of the above

We must adopt values in both personal and professional lives that should reflect:

- a. Self-Discipline
- b. Responsibility, Flexibility, Honesty and Punctuality
- c. All of these options
- d. Empathy, Tolerance, Integrity


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ASSIGNMENT-1



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LIST OF THE STUDENTS ATTENDED ASSIGNMENTS FOR WADWANI

ASSIGNMENT - 1

DATE : 25-09-2023

S.NO.	Name of the student	Group/Section	Signature	Remarks
1.	B.JEEVAN	MPC	B.Jeevan	
2.	K.KALYANI	MPC	K.Kalyani	
3.	M.MANJU	MPC	M.Manju	
4.	K.SUREKHA	MPC	K.Surekha	
5.	R.POOJITHA	MPC	R.Poojitha	
6.	KOMA RAJYA LAKSHMI	MPCS-A	K. Rajya	
7.	CH.DIVYA	MPCS-A	Ch. Divya	
8.	CH.KUMARI	MPCS-A	Ch. Kumari	
9.	D.CHANDRAVARDHAN	MPCS-A	Varadhan-D	
10.	G.KUMAR SWAMI	MPCS-A	G.Kumar Swami	
11.	P.S.MOULI GUPTHA	MPCS-A	Ps.mouligupta	
12.	A.YESWANTH SIVA SAI	MPCS-A	A.yeswanth sivasai	
13.	I.HANISH	MPCS-A	I.hanish	
14.	G.TAGORE	MPCS-A	—	Not in progress
15.	E.DURGA PRASAD	MPCS-A	—	Not in progress
16.	V.TEJASWINI	MPCS-B	V.Tejaswini	
17.	M.VIJAYA RAMALAKSHMI	MPCS-B	M.Vijaya Ramalakshmi	
18.	V.NAGA LAKSHMI	MPCS-B	V.Naga lakshmi	
19.	SAYYED.RESHMA	MPCS-B	Sd. Reshma	
20.	V.SWATHI	MPCS-B	V.Swathi	
21.	SK.SANA	MPCS-B	Sk. Sana	
22.	G.LIKITHA	MPCS-A	G.Likitha	
23.	G.ISWARYA	MPCS-A	G.Iswarya	
24.	K.DEEPTHI SARAYU	MPCS-A	K.Deepthi Sarayu	

25.	BH.ASRITHA	MSCS-A	BH.ASRITHA	BH.ASRITHA
26.	BH.PALLAVI	MSCS-A	B.H. pallavi	BH.Pallavi
27.	G.LOHITHA	MSCS-A	G. Lohitha	G.Lohitha
28.	A.PAVANI	MSCS-A	A. Pavani	
29.	I.MANOHARI	MSCS-A	I. manohari	
30.	K.MAHITHA RANI	MSCS-A	K.Mahitharani	
31.	K.PAVANI	MSCS-B	P.K.PAVANI	
32.	M.SRAVANTHI	MSCS-B	M. Sravanthi	
33.	CH.DARANI SOWMYA	MSCS-B	CH.D. Sowmya	
34.	M.SAIRABHANU	MSCS-B	M. sairabhanu	
35.	T.POORNIMA REKHA	MSCS-B	T.Poornimarekha	
36.	V.CHARISHMA	MSCS-B	V. charishma	
37.	V.HARSHITHA	MSCS-B	V. Harshitha	
38.	CH.SAILAJA	MECS-A	ch. Sailaja	
39.	G.HIMANI	MECS-A	G. Himani	
40.	A.CHARITHA	MECS-A	A. Charitha	
41.	G.PERSIS	MECS-A	G. persis	
42.	K.KOMAL	MECS-A	K. Komal	
43.	K.KARTHIK	MECS-A	K. Karthik	
44.	I.N.JAGADHESH	MECS-A	I.N. Jagadhesu	
45.	G.RAJESH	MECS-A	—	Not in progress.
46.	SK.JAHIRA	MECS-B	SK. Jahira	
47.	S.PRINCE	MECS-B	—	Not in progress
48.	SK.SHAHINA	MECS-B	—	Not in progress
49.	P.JAYA SRI	MECS-B	P. Jaya Sri	
50.	M.AISHWARYA	MECS-B	M. Aishwarya	
51.	P.GAYATRI	MECS-B	P. Gayatri	
52.	P.HEMA SRI	MBBTBC	P. Hema Sri	
53.	K.NAVYA	MBBTBC	K. Navya	
54.	R.NEELIMA	MBBTBC	—	Not in Progress
55.	K.PRAVALIKA	MBBTBC	K. Pravalika	

56.	P.SWATHI	MBBTBC	P.Swathi	
57.	BH. KEERTHI VARMA	MBBTBC	BH. Keerthi Varma	
58.	K.SOWJANYA	MBBTBC	K. Sowjanya	Not in progress
59.	P. LAKSHMI PARVATHI	MBBTBC	—	Not in progress
60.	M.V. MOUNIKA	MBBTBC	—	Not in progress
61.	M. SRI RAM BENDICT	MBBTBC	—	Not in progress
62.	MD.TEHASIN	BTBCC	Md. Tehasin	Md. Tehasin.
63.	I.REVATHI	BTBCC	I. Revathi	
64.	I.NAVYA SRI	BTBCC	I. Navya Sri	
65.	K.SATYA SRI	BTBCC	K. Satya Sri	
66.	J.S.M.PRAVALLIKA	BTBCC	J.S.M pravallika	
67.	K.ROSHINI	II B.COM	K. Roshini	
68.	G.ROHITA	II B.COM	G. Rohita	
69.	M.D.SALEHA MARIYAM	II B.COM	MD. Saleha Mariyam	
70.	K.KEERTHANA	II B.COM	K. Keerthana	
71.	M.D.UZMA	II B.COM	M.D. Uzma.	

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Assignment - I

Ray, Sam, Sid and Juan are a team of final year students, who have to complete their group project. The first step towards their successful project presentation is to _____

- a. Know each team member's strengths
- b. Set targets for each team member
- c. Have a meeting
- d. Set a specific target for each team member based on their strengths

Jim is preparing his resume. What would be the preferred sequence of the sections present in his resume?

- a. Career Objective, Achievements, Education, Experience, Address
- b. Career Objective, Education, Experience, Achievements, Address
- c. Name & contact details, Career Objective, Education, Experience, Achievements/Expertise
- d. Achievements, Career Objective, Education, Experience, Address

Jose asks Ray to recruit 10 additional salespersons to improve the sales of the company. Ray doesn't want to recruit as he feels that the current sales persons are not utilized fully. How should Ray say 'No' to Jose?

- a. "Let me think about it Jose. Give me a week's time."
- b. "Jose, don't you realize how silly your idea is? I don't like it at all"
- c. "Jose, thanks for your suggestion. But the current sales persons are not utilized fully, hence recruiting additional sales persons may not help at this time."
- d. "Good Suggestion, Jose. I will get back to you."

When we want to make profit in our business, which of the following should we do?

- a. Offering no discounts to customers as you will lose money.
- b. Give them attention and bring them to the front of the line.
- c. Ignore them.
- d. Start arguing with them and tell them to behave properly.

Which of the following is NOT in the PILOT model of writing good emails?

- a. Do a thorough Review
- b. Organizing thoughts
- c. Find the Purpose
- d. Shortlist the writing points

Juan has recently joined a sports shop as an assistant manager. He was on vacation the previous week and when he was supposed to start work after vacation, he fell ill. Juan called his manager to inform him about the same. However, his manager was upset to hear that Juan is yet again delayed in coming to work. How should Juan and his manager deal with the situation?

- a. Both Juan and his manager should collaborate and resolve the problem together
- b. The manager should argue about the leave
- c. Neither of them need to compromise
- d. Juan should agree with his manager

Riya's boss, Mr. Jay, is in a meeting and he has directed Riya to hold all his calls. To have a better understanding, which of the following questions should Riya ask her boss?

- a. Okay, Jay! Have a good meeting.
- b. Jay, will you have lunch after the meeting?
- c. Jay, Can I take a break while you are in a meeting?
- d. Jay, may I know when the meeting shall end so that I can hold your calls until then?

Ray was assigning a task to Juan who has newly joined the office. Analyze his instructions and select the appropriate options.

Ray: I would like you to give me a monthly report on the sales of this year. You will find all the information you need in the file I sent by email. Identify our top performing products from the month of January to the month of march and share that information with me by the end of the day. Do you have any questions?

- a. Ray has conveyed his instructions in a clear and logical manner.
- b. Both of these options
- c. At the end of his instructions Ray seeked to clarify any questions Juan may have.

The SUCCESS model determines the end output of teamwork. Select the accurate keywords for "SUCCESS".

- a. Specific, Understand, Challenges, Clear and Set.
- b. Summarize, Understand, Challenges, Clear and Set.
- c. Specific, Understand, Challenges, Clear and Set.
- d. Summarize, Understand, Challenges, Clear and Set.

The WORDS model ensures a polite and effective structure to a telephonic conversation. Pick the correct expansion:

- a. Welcome, Objective, Reveal, Debrief and Seal
- b. Welcome, Objective, Respond, Direct, Subvert
- c. Welcome, Objective, Receive, Delay, Seal
- d. Welcome, Objective, Repeat, Discuss and Seal

Sam, the salesman, approached a customer who was looking around in the shop. Which of the following should he say/ask in order to gather information about the kind of product that the customer needs?

- a. None of these options.
- b. Hi, I'm Sam. Do you have anything particular in mind that you are looking for?
- c. My name is Sam.
- d. Hello there, how are you?

You are a new recruit and the youngest among all the employees. Everyone seems to dislike you for your vigour and energy which comes naturally at your age. Everyone seems unwelcoming but are cordial when it comes to work.

- a. Ignore the other employees.
- b. Complain to your boss about everyone being unwelcoming.
- c. None of the options.
- d. Be pleasant and polite. Adapt to the environment and develop healthy work-relationships.

Which is the correct expansion of the SMILE model?

- a. Speak, Motivate, Identify with competitor, Listen, Empathy
- b. Speak, Motivate, Interact partially, Listen, Empathy
- c. Speak, Motivate, Identify with self, Listen, Empathy
- d. Speak, Match the pace, Identify with the customer, Listen, Empathy

When writing something, what should you use to keep the text short and crisp?

- a. Descriptive words
- b. None of these options
- c. Complex words that can explain the concept in detail
- d. Simple, relevant and precise words

Whenever the team brainstorms the project and discusses every detail with each other, who is the most important subject in the discussions?

- a. Outsiders
- b. Team Manager
- c. Customer
- d. Team Members

Sia's company is relocating its office. Sia and her three other colleagues Jay, Sunny and Nina, are responsible for ensuring the relocation happens smoothly. The team members have different ideas about how the relocation should happen. As the team leader, how should Sia handle this situation?

- a. Brainstorm with her team, arrive at a way forward, and distribute responsibilities
- b. Distribute the responsibilities
- c. Decide on the way forward based on what she thinks is correct
- d. Lead by micromanaging

Pat is preparing the summary of a meeting. What would be the preferred sequence of the format while preparing the summary?

- a. Use appropriate Language, Find the Purpose, Shortlist the Ideas, Organize your thoughts, Do a thorough Review
- b. Shortlist the Ideas, Use appropriate Language, Organize your thoughts, Do a thorough Review, Find the Purpose
- c. Find the Purpose, Shortlist Organize your thoughts, Do a thorough Review, the Ideas, Use appropriate Language
- d. Find the Purpose, Shortlist Ideas, Use appropriate Language, Organize your thoughts, Do a thorough Review

After ordering a product, your customer is facing a delivery issue. How do you deal with it?

- a. Try to reason out through arguing with the customer.
- b. Ignore the issue.
- c. Calmly listen to the customer and assure to follow up.
- d. Blame the customer for not placing order properly.

You have a spa salon, one of your customer comes and starts complaining about your service. What do you do? :

- a. Agree with them about the bad service.
- b. Apologize, try and understand what went wrong and offer them a discount.
- c. Understand their complaint and apologise for the problems they have faced.
- d. Fight with them and tell them your spa cannot give bad service.

After listening to his customer, Juan said, "Sir, if I understand correctly, you wanted a mobile phone which is water resistant and scratch resistant. Also, you are not very particular on the camera features". Juan is trying to:

- a. State the objective of the customer.
- b. Welcome the customer and make the customer comfortable.
- c. Debrief the customer on what the customer said his requirements were.
- d. Reveal the intention of the customer.

When the WORDS model of communication is applied to taking permissions or making requests, how should one seal the conversation?

- a. By reiterating the request/permission
- b. By thanking the listener for considering the request/permission
- c. By persistently letting the listener know that they have to consider their request/permission
- d. By summarizing the reasoning behind the request/permission

Which of the following is not a characteristic of well-written passage?

- a. Clear
- b. Easy to understand
- c. Logical
- d. Vague

Domain-Specific tool is a _____ for a particular application, like railway reservation system, weather forecasting, etc.

- a. Hardware
- b. Software
- c. Malware
- d. All these options


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CEO

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