**EMPLOYABILITY SKILLS DEVELOPMENT**

**Year 2 Semester 2 – 2020**

**Assessment 2 – Social Media in the Workplace**

Student ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Batch : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions to Students**

1. Watch the video titled “Social Media in the Workplace”.
2. Download this worksheet.
3. Fill in your **Student ID**, **Batch** **Name** and **Name.**
4. Answer **all** the questions.
5. Upload the document as **a single** file to the upload link which is available in the course web with your **Student ID as the file name**. Eg: IT12345678.doc | IT12345678.docx

**NOTE: DEADLINE – 04th of April 2020 & YOU SHOULD SCORE AT LEAST 45%**

1. ***Continue to practice social distancing in the coming weeks.***

**Questions**

1. Give an example of a personal social media platform.

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1. Give an example of a professional social media platform.

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1. You are assigned as the administrator of the public Facebook page of your company. State one issue that you might face when working on the assigned role.

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1. How would you solve the issue given in question (3)?

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1. In your point of view, should the use of personal social media be banned in the workplace? Justify your answer.

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