	Parul University **Faculty of Engineering and Technology** **Parul Institute of Engineering and Technology** **CDC Department**		
Subject Name	**Employability Skills**	**A.Y**	**2025-26**
Subject Code	**303193353**	**Semester**	**6th**

UNIT 1 – IELTS Mock Test (Listening, Speaking, Reading, Writing)

Sr No	Question	COs	B.T
1	What does IELTS stand for?	CO1	L1
2	Name the four modules of the IELTS exams?	CO1	L1
3	What is the total duration of the IELTS Reading test?	CO1	L1
4	How many section are there in the IELTS Reading test?	CO1	L1
5	What is the band score range in IELTS?	CO1	L1
6	Explain the purpose of the IELTS test.	CO1	L2
7	Differentiate between Academic and General Training IELTS.	CO1	L4
8	What are the key strategies to improve IELTS Listening skills?	CO1	L2
9	Describe the format of the IELTS Speaking section.	CO1	L2
10	Discuss in detail the importance of IELTS for employability and global opportunities.	CO1	L4
11	Explain the structure and assessment criteria of all four IELTS components.	CO1	L4
12	Describe how regular mock tests can enhance IELTS performance.	CO1	L4
13	Discuss effective methods to improve English communication through IELTS preparation.	CO1	L3

UNIT 2 –Resume Building (Cover Letter & Resume Writing)

1	Define a resume.	CO2	L1
2	What is the difference between a CV and a resume?	CO2	L2
3	Mention two types of resume formats.	CO2	L1
4	What is a cover letter?	CO2	L1
5	Which section of a resume highlights a candidate's achievements?	CO2	L1
6	Explain the importance of a professional resume in job applications.	CO2	L2
7	List the key components of a good resume.	CO2	L1
8	What are common mistakes to avoid in a resume?	CO2	L2
9	How can you tailor your resume for a specific job profile?	CO2	L3
10	What should be included in a cover letter?	CO2	L2

11	Write a sample resume and cover letter for a fresher applying for a technical job.	CO2	L6
12	Discuss how resume-building reflects employability and professionalism.	CO2	L4
13	Explain the role of keywords in digital resume screening (ATS systems).	CO2	L4
14	Discuss strategies for designing an impactful resume layout.	CO2	L5

UNIT 3- Advanced Group Discussion

1	What is a group discussion?	CO3	L1
2	What is the ideal number of participants in a GD?	CO3	L1
3	Mention one skill assessed during a GD.	CO3	L1
4	What is the typical duration of a GD round?	CO3	L1
5	What is the role of a moderator?	CO3	L2
6	List three main objectives of a group discussion.	CO3	L2
7	Explain the difference between a debate and a GD.	CO3	L1
8	Mention some dos and don'ts of participating in a GD.	CO3	L2
9	How can a participant initiate a GD effectively?	CO3	L3
10	What are the evaluation criteria in a GD?	CO3	L4
11	Discuss the importance of GDs in the selection process.	CO3	L3
12	Explain the different types of GD topics with examples.	CO3	L2
13	Describe techniques to handle conflicts and dominate discussions positively.	CO3	L3
14	Conduct a mock GD scenario on the topic "Artificial Intelligence and Employment Opportunities."	CO3	L6

UNIT 4 – Personal Interview (Mock Round)

1	Define a personal interview.	CO3	L1
2	What are the two types of interviews?	CO3	L1
3	What is a case interview?	CO3	L2
4	Mention one question commonly asked in HR interviews.	CO4	L1
5	What should you avoid during an interview?	CO3	L2
6	Describe the pre-interview preparation steps.	CO4	L3
7	Explain the STAR method for answering interview questions.	CO5	L2
8	What qualities do employers look for during an interview?	CO3	L3
9	How should one handle unexpected questions?	CO3	L2
10	Mention the importance of body language in an interview.	CO5	L2
11	Discuss the stages of a personal interview in detail.	CO5	L3

12	Write a sample set of five HR interview questions with ideal answers.	CO4	
13	Explain how mock interviews can build confidence in students.	CO4	
14	Describe the role of soft skills in successfully cracking interviews.	CO4	