



Roll no.....

Name of the Course and semester: BCA/BCA AI &DS/B.Sc.

IT/BBA/B.Com/B.Sc.(Physics/Chemistry/Maths)/B.A. (English Honors)/B.Voc

5th Sem

Name of the Paper: Career Skills

Paper Code: XBC-501/XBD-501/XBI-501/BBA-506/XCH-506/PAEC-501/CAEC-501/MAEC-501/ESEC-501/BOV-505

Time: 3 hours

Maximum Marks: 100

Note:

- (i) All the questions are compulsory.
- (ii) Answer any two sub questions from a, b and c in each main question.
- (iii) Total marks for each question are 20 (twenty).
- (iv) Each sub-question carries 10 marks.

Section – A

Direction (1-10): Choose the correct option as per the instruction in questions.

1. Which of the following is NOT considered a classic Indianism?
 - a) "Pass out" for graduating
 - b) "Prepone" for shifting early
 - c) "Open the light" for switching on the light
 - d) "Break a leg" for wishing luck
2. What does the Indian English expression "What is your good name?" signify?
 - a) Requesting middle name
 - b) Sarcastic inquiry
 - c) Politeness typical to Indian discourse
 - d) Legal identification requirement
3. The Indianism "out of station" means:
 - a) Working overtime
 - b) Going abroad
 - c) Absent from town
 - d) Temporary sick leave
4. Choose the correct Synonym of EMINENT from the given options
 - a) He is an obscure researcher in his field.
 - b) She is widely recognized for her landmark discoveries.
 - c) Their work received little attention from peers.
 - d) The group's contributions were relatively minor.
5. Choose the correct Synonym of OBNOXIOUS from the given options
 - a) She was pleasant and agreeable to be with.
 - b) His remarks irritated everyone present.
 - c) Their jokes were enjoyed by all.
 - d) The food was appetizing and fresh.
6. Choose the correct Synonym of EXHIBIT from the given options
 - a) The collection was concealed from the audience.



- Directions (11-15):** Choose the option which has the correct usage of auxiliary verbs in the given sentences:

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15. a) Neither of the answers are correct for this question.
b) Neither of the answers is correct for this question.
c) Neither of the answers were correct for this question.
d) Neither of the answers have been correct for this question.

Direction: (16-20)

16. Choose the sentence written in passive voice.

- a) The cat sleeps on the sofa. b) The sofa is slept on by the cat.
c) He reads the newspaper every morning. d) She is typing an email.

17. Choose the sentence written in passive voice.

- a) The children play in the park. b) The park is visited by many people.
c) He drives to work every day. d) She writes novels for a living.

18. Identify the sentence written in active voice.

- a) The door was opened by him. b) She was given a gift by her friend.
c) The team scored the winning goal. d) The message was delivered by the courier.

19. Identify the sentence written in active voice.

- a) The windows were cleaned by the cleaner. b) The cleaner cleans the windows.
c) The windows are often found to be dirty. d) The cleaning is done regularly.

20. What characterizes an active voice sentence?

- a) The action is performed by the subject. b) The subject is being acted upon.
c) There is no direct object in the sentence. d) The verb comes at the beginning of the sentence.

Direction (21-30): Each sentence is divided into four parts. Identify the part that contains a grammatical error related to tense. Choose the corresponding option (a), (b), (c), or (d). If there is no error, choose (e).

21. a) By the time he reached / (b) the station, the train / (c) has already left / (d) for its destination. / (e) no error
22. a) I was knowing / (b) him since / (c) we were in college / (d) together. / (e) no error
23. a) He told me / (b) he will finish / (c) the project / (d) by tomorrow. / (e) no error
24. a) When I arrived / (b) at the party, everyone / (c) left about / (d) ten minutes earlier. / (e) no error
25. a) She said / (b) she had been waiting / (c) for me since / (d) two hours. / (e) no error
26. a) The scientist explained / (b) that light travels / (c) faster than / (d) sound did. / (e) no error
27. a) If he had studied / (b) harder, he / (c) will have passed / (d) the examination. / (e) no error
28. a) They have completed / (b) the assignment / (c) before the teacher / (d) even asked for it. / (e) no error
29. a) I did not meet / (b) her today because / (c) she is gone / (d) to Mumbai. / (e) no error
30. a) We were walking / (b) along the river when suddenly / (c) it has begun / (d) to rain heavily. / (e) no error

Direction (31-40): Rearrange the following sentences to form a meaningful and coherent paragraph. Choose the correct sequence from the options given."

31. A. Artificial intelligence continues to advance at a pace once thought impossible.
B. The real challenge lies not in innovation but in ethical governance.
C. Nations are drafting policies to regulate AI's social and military applications.
D. Tech leaders argue that regulation must evolve as dynamically as the technology itself.



- E. Without ethical oversight, automation risks widening socioeconomic inequalities.
F. The debate around control and responsibility has become global in scale.

1) ACDFBE 2) ABECDF 3) AFCDBE 4) ACBDFE

- 32.A. The Internet of Things has fundamentally restructured urban living.
B. Sensors now monitor everything from traffic flow to waste management.
C. Such integration enables cities to operate more sustainably.
D. However, it also raises significant privacy and security concerns.
E. The debate now focuses on balancing efficiency with individual rights.
F. As cities become "smarter," governance must also become more transparent.

1) ABCDFE 2) ABDECF 3) ABCDEF 4) ADBCEF

- 33.A. Space exploration once symbolized the rivalry of Cold War powers.
B. Today it represents cooperation among nations pursuing scientific discovery.
C. The International Space Station embodies this collaborative spirit.
D. New private entrants have further broadened access to orbital missions.
E. As exploration extends to Mars, global agencies are forging partnerships.
F. The frontier of space thus mirrors humanity's shared aspirations.

1) ABCDEF 2) ABCDEF 3) ABDECF 4) ADBCEF

- 34.A. Cultural globalization has blurred boundaries between traditions and modernities.
B. Local communities often adopt global practices while retaining their heritage.
C. This adaptation results in hybrid identities within nations.
D. Critics argue that such globalization erodes authentic cultural values.
E. Supporters claim it promotes dialogue and intercultural understanding.
F. The ongoing tension defines much of contemporary cultural discourse.

1) ABCDEF 2) ADEBCF 3) ABDECF 4) AEDBFC

- 35.A. Cyber security has emerged as a defining concern in the digital economy.
B. Businesses increasingly rely on data-driven ecosystems for efficiency.
C. With this reliance comes heightened vulnerability to cyber attacks.
D. Global losses from cyber crime now surpass those from traditional crimes.
E. Consequently, investment in digital protection has become a strategic priority.
F. The future of corporate trust depends on balancing access with security.

1) ABCDEF 2) ACBDEF 3) BCADEF 4) ACBDFE

- 36.A. The ocean shapes climate more than any other natural element.
B. Its currents distribute heat and regulate weather globally.
C. Yet, pollution and warming alter this delicate system.
D. These disruptions intensify storms and affect biodiversity.
E. Preserving marine equilibrium is thus essential for planetary stability.

1) ABCDE 2) ACBDE 3) ABDCE 4) ABDEC

- 37.A. In literature, ambiguity deepens interpretation.
B. Readers project their own emotions into symbolic events.
C. This fusion of author and audience creates layered meaning.
D. Such multiplicity is what distinguishes art from propaganda.
E. Therefore, ambiguity enhances rather than confuses understanding.



- 1) ABCDE 2) ABECD 3) ABDEC 4) ACDBE

- 38.A. Modern communication has collapsed space but widened misunderstanding.
B. Speed has replaced depth in human conversation.
C. True connection now requires conscious attention, not just connectivity.
D. Reflection, empathy, and silence are becoming revolutionary traits.
E. The challenge is to rediscover meaning with noise.

- 1) ABCDE 2) ABDEC 3) ACBDE 4) ABDCE

- 39.A. Philosophy and science once shared a single quest for truth.
B. Over centuries, specialization separated their methods.
C. Yet, questions of existence still bind them.
D. New discoveries often echo ancient metaphysical ideas.
E. Together, they continue humanity's dialogue with knowledge.

- 1) ABCDE 2) ABCED 3) ABDCE 4) ABDEC

- 40.A. The rise of artificial intelligence provokes ethical anxiety.
B. Machines now make choices once reserved for humans.
C. This blurs boundary of accountability and intention.
D. Governance models must evolve to restrain potential misuse.
E. Otherwise, progress may outpace moral adaptation

- 1) ABCDE 2) ACBDE 3) ABDCE 4) ABDEC

Section-B

Q1.

(2X10=20 Marks)

- a. Read the passage carefully and answer the questions, given at the end of it:

CO3

In the contemporary world, the concept of "digital citizenship" has become central to debates about education, participation, and governance. Digital citizenship refers to the ability to effectively and responsibly use digital technologies to engage in society, politics, and the economy. This includes everything from basic internet use to advanced skills in online collaboration, critical evaluation of information, and active participation in digital communities.

As more facets of life shift online, digital divides persist. These divides are not only about access to hardware or connectivity but also encompass differences in digital literacy and critical thinking. People with limited experience or exposure to digital tools may fall behind in employment opportunities, civic decision-making, and access to services.

Efforts to bridge the digital divide include investments in infrastructure, inclusive educational programs, and policies that emphasize safe and ethical internet use. However, there are concerns about privacy, cyber bullying, and misinformation. While some advocate for stringent regulations to protect users, others warn that excessive control may stifle freedom of expression and innovation.

Digital citizenship thus involves balancing individual rights with collective responsibilities. Educational systems worldwide have begun integrating digital literacy into curricula, recognizing that future societies will demand not only technical skills but also ethical awareness, global consciousness, and adaptability. Success in the digital age, many argue, depends on our ability to nurture informed, resilient, and responsible digital citizens.



- I. Define “digital citizenship” as described in the passage and discuss its significance in modern society.
- II. The passage mentions that digital divides involve more than just access to devices. What other dimensions do these divides include, and what are their implications?
- III. What measures are being taken to bridge the digital divide, according to the passage? What challenges remain?
- IV. Summarize the concerns related to privacy, regulation, and freedom of expression in the digital era as explained by the author.
- V. Why have educational systems worldwide begun to integrate digital literacy, and what abilities will be crucial for success in the digital age?
 - b. Compare and contrast the dos and don'ts of effective group discussion participation. How do these practices impact the outcome and dynamics of a group discussion? **C03**
 - c. List and describe the primary objectives and importance of a cover letter. How do these objectives differ from those of a resume? **C01**

Q2.

(2X10=20 Marks)

- a. Tailor a cover letter as per the following job description: **C04**

Job Title: Graduate Trainee – Business Analyst

Company: GlobalTech Solutions

Location: Mumbai, India

Job Description: GlobalTech Solutions is seeking enthusiastic final-year graduates for the position of Graduate Trainee – Business Analyst. The candidate should possess strong analytical skills, excellent communication abilities, and a fundamental understanding of business processes and data analysis. Responsibilities include assisting senior analysts, preparing reports, and supporting project teams in decision-making processes. Candidates pursuing or having completed a degree in Commerce, Business Administration, Economics, or related fields are encouraged to apply.

- b. Evaluate the different types of interviews. Which interview type do you consider to be most effective for assessing a candidate's overall suitability and why? **C03**
- c. Brief through your profile in 150 words and explain how your strengths facilitate various opportunities in your academic role. **C02**

Q3.

(2X10=20 Marks)

- a. How does the author's use of tone influence our understanding of each text? Use supporting evidence. **C05**
- b. Summarize the features of chronological, combination, and functional resumes. Explain how the structure of each type serves different career situations. **C05**
- c. During an interview, if a candidate starts interrupting the interviewer to showcase enthusiasm, yet forgets to turn off their phone which rings midway, what key principles of professional behavior has the candidate overlooked, and what alternative approach would have reflected better interview conduct? **C05**