

- 1) b → was writing
 2) b → was watching
 3) stories
 4) c → did you drink
 5) b → in disgrace - under a cloud
 6) b → in a serious position - in a pickle
 7) c → in disorder or confusion - at sixes and sevens
 8) a → had no influence. - but no ic
 9) b → to do the garden
 10) that how long
 11) Kajal is as good
 12) laughed on her
 13) off her views
 14) I would inform
 15) if he will work hard
 16) unless I do not set
 17) Before the police will come
 18) the investigation finds her
 19) My brother-in-laws
 20) thrive and flourish (synonym)
 21) courageous and scared (ant)
 22) Concede and acknowledge (syn)
 23) deliberate and unintentional (ant)
 24) Ramu is called
 25) Where do you live
 26) He is my elder brother and he is 2 years older to me
 27) Please remind me to post this letter, will you?
 28) Let me tell you something about my hobbies.
 29) We need to tell you all the points correctly
 30) I am going to my hometown tomorrow
 31) I will try my best to complete this
 32) Please do the necessary by tomorrow

33) QPSR

34) RPSQ

35) RP SQ

36) SQR P

37) 15243

38) 54132

39) 25431

40) 53421

altar → place of worship

Q1 [A] (I)

- i) John A. Stowart goes too far
- ii) B) The Supreme Court was more emphatic than the Govt about exercising power under the MISA
 - iii) D) The Indian judiciary must be equal - - litigations
 - iv) Egregious → distinguished
 - v) C - Adoption, Panchayat reform

Q1 [A] (II)

- chronical develop
- i) Identify the trend and suggest etc deep
 - ii) An increase in interactions b/w national govt and institutions
 - iii) They will have to assume quasi-govt
 - iv) Overcome the concerns about the role
 - v) There were restrictions on commerce b/w the member nations

Q1 [B]

To be honest I haven't overcome any huge obstacles yet in my life. I am lucky enough to be healthy and to somehow thrive in most things I do. I know that some obstacles will come, later on, both in my personal and professional life and I hope that I am ready to face them. My goals and ambitions should drive me forward and help me overcome the obstacles on my way. My life has been easy up to this point but I know that things can turn around pretty quick. I believe that I am ready for such a turnaround.

Working under stress, in my opinion, can also be beneficial rather than harmful or depressing. It has taught me how to set priorities and maintain a work-life balance.

There was a time when I had three assignments due in the same week, but I worked diligently and finished all three of them on time because I carefully coordinated and scheduled my working time on each of them. I

was able to complete them in a stress-free manner and efficiently at the same time due to my preparation and prioritization.

(C) My name is Gurpreet Kaur Jassal. I hail from Sehore and have been born and brought up in this beautiful place. I come from a joint family. Currently, I am pursuing bachelor course in computer applications from graphic era hill university.

After completing my high school, I opted for computer science as an extra subject for my intermediate and there is where the love and interest for the technology started cultivating. Thereafter when my schooling got finished I decided to enrol myself in this course to learn computer applications.

I have taken part in various debate competition at school level. In college I enrolled myself in animation course as my minor degree. With almost 1.5 years of lockdown I learned the importance of maintaining physical and mental health.

I'm extremely passionate about what I do and the same gets reflected in my work. Irrespective of what the task is I give my 100%. and make the result as fruitful as possible. Just my dedication and eagerness to accomplish

my goals effectively and efficiently.

In my free time I love to play with my pet and do mandala art.

My time management skills are excellent and I am organized, efficient and take pride in excelling at my work which gives me the opportunity to work under pressure anytime.

I have a unique combination of strong technical skills and the ability to build strong customer relationship which gives me the opportunity to use my knowledge and break down information to be more user-friendly.

Last but not the least, I am a good listener and a patient person. I am always willing to learn and ready to contribute ideas and give a hand. These qualities make me a good team player that can contribute to the success of the company further give the opportunities to share the workload, make work fun, and gain a new perspective.

Q2 (a) A group discussion is a discussion between a group of participants on a given subject. A group discussion typically forms a part of the selection process used by organisations and educational institutions. The candidates talk about the given topic to present facts, opinions and conclusions. Employers use this technique to screen candidates and assess their soft skills.

An average GD usually features 10 to 15 participants. The GD process begins by the announcement of the topic to the group, which is followed by a preparation time of 3 to 5 minutes. More than 5 minutes per preparation is given if the GD is a case study discussion and has a long case statement. The GD ends in either of two ways first the panel may abruptly stop the GD and announce the end of the process, second they may ask a participant to summarise the GD.

Types of GD

- 1) Factual GD - These gd are about practical things and judge how a candidate ~~posses~~ processes info and analyse day to day topics or socio-economic issues.
- 2) Opinion based GD - These GD test how candidate puts forward their opinions and views. These GD are less about facts and more about opinions.
- 3) Case study-based GD - These GD simulate real life situations panel gives a hypothetical situation and then the group has to resolve the situation together.
- 4) Abstract group discussions - These GD are about intangible topics. In these, the interviewers observe if a candidate can handle the given topic with lateral thinking and creativity.

Do's

- ~~Listen to other participants~~
2. Listen to the subject carefully
3. ~~Wait~~ Put down your thoughts on a paper
4. Initiate the discussion if you know the subject well
5. Listen to others if you don't know the subject ~~well~~
6. Support your point with some facts and figures
7. Make short contribution of 25-30 seconds 3-4 times
8. Give others a chance to speak
9. Speak politely and pleasantly. Respect contribution from other members
10. Disagree politely and agree with what is right.
11. Summarize the discussion if the group has not reached a conclusion.

Don'ts

1. Initiate the discussion if you do not have sufficient knowledge about the given topic
2. Over speak, Intervene and snatch other's chance to speak
3. Argue and shout during GD
4. Look at the evaluators or a particular group member
5. Talk irrelevant things and distract the discussion
6. Pose -ve body gestures like touching the nose, leaning back on the chair, knocking the table with pen etc.
7. Mention erratic ^{irregular} statistics
8. Display low self confidence with shaky voice and trembling hands
9. Try to dominate the discussion
10. Put others in an embarrassing situation by asking them to speak if they don't want.

Qualities evaluated in GD

1) Communication skills

All the participants in GD presenting their views should use simple language that everyone is available to understand

2) Creativity/Originality

some jobs require innovative ideas and OTR solutions therefore panelists checks the creativity and originality of ideas in a grp.

3) Voice

communication skills include tone, volume and pitch control and the way (style) of delivery.

4) Body language

In GD, panelists judge your hand gestures, head movements along with your facial expression.

5) Fluency

In GD, panelists judge you that fluent you are in your spoken English. Improper fluency distract the listeners.

to the Interviewer.

6) Behaviour

The behaviour of the candidate during GD should not be aggressive. Should be polite.

7) Leadership

Panelists see if you start with your viewpoint or ask others for their opinions.

8) Active Listening

Panelists observe those who listen to their peers without interruption. By giving a response or ending GD by concluding their points shows that you are active listeners.

9) Team Work

Panelists checks the coordination of a candidate with team. Should not infer any participant while speaking. Do not try to prove that others are not speaking properly.

10) Reasoning skills

Panelists checks how much a participant is right in his logical skills.

Interview

▷ An Interview is a face to face formal meeting between the interviewer and the interviewee, where the interviewer seeks replies from the interviewee for choosing a potential employee.

Interviews are conducted to check test the interviewee, check their domain knowledge, examine their skills, behavior and attitude, and many other aspects to fulfill organizational needs.

Types of Interview

▷ Sequential and Panel Interview

In sequential, it consists of several interviews to check whether the interviewee is answering to the questions in the same manner or not.

In panel, several interviewers are sitting to ask questions to the interviewee.

2) Formal and Informal Interviews (Structured and Unstructured Interviews)

Formal interviews are well-planned, interviewers ask the same set of questions from all the candidates. These can be open-ended or close-ended questions.

In open-ended there can be multiple answers for a single question.

In close-ended only a single answer is there for a single question and in this type the interviewer compares the candidates based on their responses to these questions.

Informal interviews are not-well planned the questions changes on the basis of candidate's response to the previous questions. Interviewer might have questions or they might base them on the interview progress.

3) Telephonic Interview / Video Call Interview

In the current pandemic, we have witnessed how interviewers were taking phone or video calls. These interviews were majorly focused during covid-19 situation.

4) Situational / Case Interview

In this kind of interview, a situation or a problem is given this may be an imaginary or a real-life based problem.

Interviewer evaluates how well a candidate manage problems. The aim is to assess how good a candidate is at problem-solving.

Do's

- 1) prepare for the interview no later than the night before
- 2) make a checklist of what you'll need to take with you
- 3) ensure you have directions to the interview site and time out how long it will take you to get there
- 4) choose your interview outfit in advance make sure it is clean and ironed, if necessary
- 5) get plenty of rest the night before to ensure you are alert and focused.

6) Behaviour

The behaviour of the candidate during GD should not be aggressive. Should be polite.

7) Leadership

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8) Active Listening

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- 6) Research the company's history, mission and recent development.
- 7) Prepare your answers to common interview questions
- 8) Print out at least 5 copies of your resume in case your interviewers don't have ~~their~~ their own.
- 9) Know the format of the interview, so you can prepare
- 10) Make sure that you communicate your strengths to the interviewer in a concise, factual and sincere manner.

Dont's

- 1) Don't wear bold clothing or strong perfume, as they can be distracting.
- 2) Don't make nervous movements with your hands.
- 3) Don't dress casually, it's always better to dress professionally.
- 4) Don't cross your arms or use body language that could make you seem closed off.
- 5) Don't interrupt the interviewer when you have a question or need clarification.
- 6) Don't tell lies or unnecessary details.
- 7) Don't ask about your salary until and unless the interviewer asks that what are your salary expectations.
- 8) Don't ask simple questions as it shows that you are not interested for the position.

Resume

Resume is a formal document that gives the overview of your experience, education and skills.

Types of Resume

1) Chronological Resume

It is a resume format that lists work and education experiences in chronological order from most recent to the oldest.

In the education section of the resume, you would list any degree earned from the highest honor and work.

Elements to include in a chronological resume include personal and contact info, a brief summary, employment and education history and a skills section (soft and hard)

2) Functional Resume

It is a resume format that focuses more on highlighting skills and expertise over work experience.

This resume is useful to those who have had an occasional gap in employment but consistently improved upon their skills. It's also useful for those who have relevant skills for a field or industry but little to no experience in that industry.

3) Combination Resume

It is a resume format that combines both the chronological and functional resume formats. This resume places an equal emphasis on your work history as well as your skills.

Contents of a Resume

Personal Info

- Name current and permanent address
- Telephone no
- Email address

Objective

In one short summarize your goal for your job search.
Tailor this to each organization and position.

Education

High school name

City and state

Date of graduation

Gross highlights

Certificates

Work and Related Experience

Summer jobs, Internships, Volunteer work

Awards and Honors

Academic, musical, athletic and or other recognition

Activities & hobbies

Include your role in the position, the organization & dates

Skills

Soft skills → eg

Hard skills → eg

Other considerations

Limit your resume to one or two pages

Do not include birth date, health status or social no.

Be honest avoid writing anything -ve in your resume.

Make your resume error free.

Use a simple, easy to read font style, 10-14 point

Use a high quality paper.

CV

1. document containing info related to individual's past qualification, experience, skills, competencies and achievements as a CV or Curriculum Vitae
2. Comprehensive
3. 2 to 20 or more pages
4. References - included
5. Academic qualification
6. Applying for academic position, advance research, etc
7. No modifications is required, same for all jobs
8. stresses on expertise
9. Education at the top of the CV

Resume

document having details of an individual's education, work experience, competencies and previous job achievements

Concise

1 to 2 pages

References - not included

Non-academic qualification

Applying for job, internship etc

modify according to the job

stresses on contribution

Education mentioned after experience.