**Assignment-1**

**Q.1) What does term employability and skill development means? list out the ways to develop and improve employability skills?**

* **Employability and Skill Development:** Employability refers to a person's ability to obtain and maintain employment. It is influenced by a range of factors, including education, experience, skills, and personal qualities. Skill development plays a crucial role in enhancing employability and preparing individuals for the job market.
* **Ways to develop and improve employability skills:**

1. **Identify skill gaps:** Assess your current skills and identify areas where you need to improve. This could involve seeking feedback from colleagues, taking online assessments, or consulting with a career counsellor.
2. **Pursue Education and Training:** Seek out formal education and training opportunities to develop your skills in a particular field or industry. This could involve pursuing a degree, attending workshops or seminars, or completing an internship.
3. **Build Practical Experience:** Gain practical experience by volunteering, working on projects, or seeking out internships or entry-level jobs in your field. This can help you to develop the skills that employers are looking for and gain exposure to different work environments.
4. **Improve soft skills:** Focus on developing soft skills such as communication, teamwork, problem-solving, and adaptability. These skills are highly valued by employers and can help you work effectively in a team and adapt to changing work environments.
5. **Network and build relationships:** Build relationships with people in your industry or field of interest. Attend industry events, join professional organizations, and connect with people on social media. Networking can help you learn about job opportunities and gain exposure to different career paths.

**Q.2) Discuss in Detail the global perspective and national perspective on soft skill?**

* **Global Perspective:** The World Economic Forum identifies soft skills such as creativity, critical thinking, and problem-solving as crucial for success in the Fourth Industrial Revolution. The World Economic Forum brings together decision-makers from across society to work on projects and initiatives that make a real difference.
* The First Industrial Revolution used water and steam power to mechanize production. -The Second used electric power to create mass production. The Third used electronics and information technology to automate production.
* It could be Rise of data and connectivity, analytics, human-machine interaction, and improvements in robotics (AI). The Organization for Economic Cooperation and Development (OECD) recognizes that soft skills such as communication, teamwork, and adaptability are essential for success in the 21st century.
* The United Nations Educational, Scientific and Cultural Organization (UNESCO) emphasizes the importance of soft skills in their Sustainable Development Goals, which aim to build a more peaceful, equitable, and sustainable world.
* **National Perspective:** In the United States, the National Association of Colleges and Employers (NACE) identifies teamwork, communication, and problem-solving as the top three skills that employers look for in college graduates.
* In India, the National Skill Development Corporation (NSDC) recognizes soft skills such as communication, interpersonal skills, and leadership as important for employability and career success.
* In Singapore, the Ministry of Education (MOE) emphasizes the importance of soft skills such as creativity, critical thinking, and communication in their efforts to prepare students for the future economy.

**Q.3) Explain in brief the difference between soft skills and hard skills. Give examples of each?**

* **Hard skills:** Hard Skills are specific technical or functional abilities that are required for a particular job or task. These are typically learned through education, training, or on-the-job experience. Hard skills are essential for performing specific tasks or job duties.
* **Examples** of hard skills include coding, accounting, graphic design, project management, or data analysis.
* **Soft skills:** Soft Skills are personal qualities that help individuals effectively interact and communicate with others in the workplace. These are often referred to as interpersonal or people skills. Soft skills include communication, teamwork, problem-solving, leadership, adaptability, and time management. soft skills are essential for working effectively in a team, building relationships with clients and colleagues, and adapting to changing work environments. Soft skills can also contribute to an individual's personal and professional growth, and are transferable across different jobs and industries.
* **Examples:** Communication, Teamwork, Problem-solving, Time management, Critical thinking, Decision-making, Organizational, Stress management.

**Q.4) Explain difference between a resume and a curriculum vitae?**

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|  | **Resume** | **Curriculum Vitae** |
| **Length and content** | A Resume is typically a one to two-page document that summarizes a person's work experience, skills, education, and achievements. | A CV, on the other hand, is a longer document that can range from two to several pages and includes a detailed description of a person's academic and professional history, including publications, research projects, and awards. |
| **Purpose** | Resumes are used primarily in the United States and Canada and are often required for applying to jobs in the private sector. | CVs are used more commonly in Europe, Asia, and other parts of the world, and are often required for academic and research positions. |
| **Format** | Resumes are typically formatted to be easily scannable and to highlight key information using bullet points and short phrases. | CVs, on the other hand, are more detailed and often organized chronologically, with sections for education, work experience, publications, and other accomplishments. |
| **Audience** | Resumes are designed to be read quickly by employers, recruiters, or hiring managers, who are looking for specific qualifications and experience. | CVs, on the other hand, are often read by academic institutions, government agencies, or research organizations, who are interested in a more comprehensive view of a person's qualifications and experience. |
| ----- | A Resume is a document that outlines your education, work experience, skills, and accomplishments. | A curriculum vitae, commonly known as a CV, is a detailed document that highlights your academic and professional qualifications, research experience, publications, and other achievements. |
| ----- | It is typically used when applying for jobs or internships, and is often the first impression that a potential employer will have of you. | A CV is typically used in academic and research settings and is longer than a standard resume. |
| ----- | They are designed to showcase a person's relevant skills and experience for a specific job. | They provide a comprehensive overview of a person's academic and professional achievements and qualifications. |

**Q.5) What are the types of resumes? Explain any one in detail?**

1. **Chronological Resume:** This is the most common type of resume format, which lists your work experience in reverse chronological order, starting with your most recent job. It emphasizes your work history and progression in your career. It is best suited for those with a consistent work history and a clear career path.

* **key features of a chronological resume:**

1. **Header:** At the top of the page, include your name, contact information, and a professional summary.
2. **Work experience:** List your work experience in reverse chronological order, starting with your most recent job. For each job, include the job title, company name, dates of employment, and a brief description of your responsibilities and accomplishments.
3. **Education:** List your degrees, certificates, and relevant coursework in reverse chronological order.
4. **Skills:** Include a section that highlights your key skills and qualifications, such as technical skills, language proficiency, or project management experience.
5. **Awards and honors:** If you have received any awards, honors, or recognition for your work, include them in a separate section.
6. **Volunteer work:** If you have volunteer experience that is relevant to the job you are applying for, include it in a separate section. A chronological resume is a good choice if you have a consistent work history with no significant gaps in employment. It also works well if you are seeking a job in the same field as your previous work experience. However, if you are a recent graduate, changing careers, or have significant gaps in employment, a different format may be more appropriate.
7. **Functional Resume:** This type of resume emphasizes your skills and accomplishments, rather than your work history. It highlights your abilities and achievements related to the job you are applying for. It is best suited for those who are changing careers, have gaps in their employment history, or have limited work experience.

* **Here are some key features of a functional resume:**

1. **Header:** At the top of the page, include your name, contact information, and a professional summary.
2. **Skills section:** List your skills and achievements, organized by category, such as project management, communication, or technical skills. Each skill should be supported by specific examples of how you have used it in previous roles.
3. **Work experience:** List your work experience, but focus on the skills you used rather than the job titles or companies. Instead of listing your job duties, describe the skills you used to accomplish specific tasks or projects.
4. **Education:** List your degrees, certificates, and relevant coursework in a separate section.
5. **Awards and honors:** If you have received any awards, honors, or recognition for your work, include them in a separate section.
6. **Volunteer work:** If you have volunteer experience that is relevant to the job you are applying for, include it in a separate section. A functional resume is a good choice if you are a recent graduate, changing careers, or have significant gaps in employment. It allows you to highlight your skills and achievements, even if you don't have a lot of work experience in a particular field. However, some employers may prefer the chronological format, so it's important to research the company and job requirements before deciding which format to use.
7. **Hybrid Resume:** As the name suggests, the hybrid resume combines elements of both the chronological and functional formats. It highlights your skills and accomplishments, while also including a work history section. It is best suited for those who have a varied work history and want to emphasize their skills and accomplishments, rather than just their work history.

* **key features of a hybrid resume:**

1. **Header:** At the top of the page, include your name, contact information, and a professional summary.
2. **Skills section:** List your skills and achievements, organized by category, such as project management, communication, or technical skills. Each skill should be supported by specific examples of how you have used it in previous roles.
3. **Work experience:** List your work experience in reverse chronological order, but focus on the skills you used rather than the job titles or companies. Instead of listing your job duties, describe the skills you used to accomplish specific tasks or projects.
4. **Education**: List your degrees, certificates, and relevant coursework in a separate section.
5. **Awards and honors:** If you have received any awards, honors, or recognition for your work, include them in a separate section.
6. **Volunteer work:** If you have volunteer experience that is relevant to the job you are applying for, include it in a separate section. A hybrid resume is a good choice if you want to emphasize your skills and achievements, but also want to provide a clear overview of your work experience. It's also a good choice if you have significant experience in a particular field, but want to highlight specific skills or accomplishments that are relevant to the job you are applying for. Like the other formats, it's important to research the company and job requirements before deciding which format to use.

**Q.6) Discuss the importance of planning, preparing, and delivering a professional presentation. What are some tips for delivering an effective presentation?**

* **Preparing and delivering a effective presentation involves several key steps such as:**

1. **Know Your Audience:** - Before you begin preparing your presentation, research your audience. Understand their needs and interests, and tailor your content and delivery accordingly.
2. **Plan Your Content:** - Plan your content around your key message. Use an outline to organize your thoughts, and include relevant examples, statistics, and supporting materials.
3. **Create visual Aids:** Use visual aids such as slides or handouts to support your presentation. Make sure they are visually appealing and support the content of your presentation.
4. **Rehearse your presentation:** Practice your presentation several times to become comfortable with the material and the timing. This will also help you identify any areas where you need to make changes.
5. **Prepare for Questions:** - Anticipate the types of questions your audience might ask, and be prepared to answer them. It's okay to say that you don't know the answer to a question, but make sure you follow up with the answer later.
6. **Deliver Your Presentation:** -Begin your presentation with a strong opening that grabs the audience's attention. Speak clearly and confidently, and use appropriate body language to engage the audience.
7. **End with a call to action:** - End your presentation with a call to action that motivates your audience to take action. Summarize your key message, and provide specific next steps.
8. **Follow up:** After your presentation, follow up with your audience to answer any additional questions and provide any necessary resources.

**Q.7) What is technical writing? Describe in brief what are the steps to write a technical report?**

* **Technical writing** is the process of writing and communicating technical information to a specific audience. It is used to explain complex processes, products, or concepts in a clear and concise manner.
* **Steps to write Technical writing:**

1. **Understand Your Audience:** - Before you begin writing, understand your audience and their needs. This will help you tailor your writing to their level of knowledge and experience.
2. **Use Clear and Concise Language:** - Use plain language and avoid technical jargon that may confuse your audience. Write short sentences and use simple words that are easy to understand.
3. **Use a Logical Structure:** - Organize your writing in a logical and sequential manner. Use headings and subheadings to break up the content and make it easier to read.
4. **Use visual Aids:** - Use diagrams, charts, and other visual aids to support your writing. They can help make complex concepts easier to understand.
5. **Be Accurate and Precise:** - Technical writing requires precision and accuracy. Make sure your writing is factually correct and that you have checked all the technical details.
6. **Edit and Proofread:** - Edit your writing for grammar, spelling, and punctuation errors. Make sure it is consistent and follows a style guide.
7. **Test Your Writing:** - Before publishing your writing, test it on a sample of your audience to ensure it is effective and clear.

**Q.8) What are the skills that you need to master to achieve your personal and professional goals?**

* There are many skills you can master to help you achieve your personal and professional goals. Some of the most important skills to master include:

1. **Communication:** This includes both verbal and written communication skills, as well as active listening.
2. **Leadership:** Being able to lead and inspire others is a valuable skill in many industries and roles.
3. **Problem-solving:** Being able to identify and solve problems is essential in almost every field.
4. **Time management:** Being able to prioritize tasks and manage your time effectively is crucial in today's fast-paced world.
5. **Critical thinking:** This involves analyzing information and data to make informed decisions. (A decision based on facts or information).
6. **Emotional intelligence:** This includes the ability to understand and manage your own emotions, as well as the emotions of others.
7. **Adaptability:** Being able to adapt to new situations and changes is essential in today's constantly evolving world.
8. **Technical skills:** Depending on your field, mastering technical skills such as programming, data analysis, or graphic design may be necessary for success.
9. **Collaboration and Teamwork:** Being able to work effectively with others and contribute to a team is important in many roles.
10. **Creativity and innovation:** Being able to think creatively and come up with innovative solutions is highly valued in many industries.

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