



# GL BAJAJ

Institute of Management & Research

Approved by A.I.C.T.E., Ministry of HRD, Govt. of India

Roll No.....

Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) –201306

## POST GRADUATE DIPLOMA IN MANAGEMENT (2019-21) END TERM EXAMINATION (TERM -III)

Subject Name: **Resume Writing & Art of Converting SIP into PPO**

Time: **02.30 hrs**

Sub. Code: **PG23**

Max Marks: **60**

**Note:**

- 1. Writing anything except Roll Number on question paper will be deemed as an act of indulging in unfair means and action shall be taken as per rules.**
- 2. All questions are compulsory in Section A & C. Section A carries 10 questions of 2 marks each, Section B carries 5 questions of 04 marks each and Section C carries 1 Case Study of 20 marks.**

### SECTION - A

Attempt all multiple choice questions. All questions are compulsory.

**Marks 02×10 = 20**

Q. 1 (A): **The best way to apply for a job is to submit a résumé that is:**

- Self-recommending
- Specifically written for that particular job**
- Full of personal information
- Suitable for any job

Q. 1 (B): **Which of the Following Is a “Do” Regarding Scannable Résumés?**

- It should have parentheses to separate numbers
- It should have lots of graphic images
- It should be written in a simple, standard font**
- It should have columns to separate sections

Q. 1 (C): **Which of the following is NOT a resume format?**

- Chronological
- Portfolio.**
- Functional
- Combination

Q. 1 (D): **Which of the following resume components is where you should state your career goal?**

- Profile
- Objective**
- Summary
- At End of the resume

Q. 1 (E): **Which of the following is the safest email address style to use on your resume?**

- lovin\_ladies123@emailprovider.com
- j\_smith@emailprovider.com**
- partyallthetime@emailprovoder.com
- None of these

Q. 1 (F): **The application letter is:**

- A statement of your job objective
- A description of your core strengths and suitability for the job**
- A summary of your qualifications and experiences

d) A foreword

Q. 1 (G): “Tease” or “stress” questions are intended to judge:

- a) The candidate’s technical skill
- b) How the candidate handles them
- c) The candidate’s intelligence quotient
- d) The candidate’s stress level

Q. 1 (H): The group discussion evaluates the candidate’s ability to:

- a) Argue with others
- b) Control others
- c) confer with others on a given subject
- d) Lead others

Q. 1 (I): In an interview when you do not know an answer, you should:

- a) Keep guessing
- b) Admit you do not know the answer
- c) Bluff
- d) Remain quiet

Q. 1 (J): The first objective in a group discussion is to:

- a) Create sub-groups
- b) catch the group’s attention
- c) Prove your superiority
- d) Act as a self-appointed leader of the group

### SECTION– B

Attempt any five out of six questions (Practical Approach)

**04×05 = 20 Marks**

Q. 2: As a recruiter frame an interview strategy to judge the qualities like adaptability, leadership and team player in the candidates. Explain with relevant interview questions.

Q. 3: What is presentation? Discuss the strategy for team presentations.

Q. 4: Explain the various initiatives that you would take to convert your SIP into Pre Placement offer during work from home in the covid-19 scenario prevailing around the globe.

Q. 5: Comment on the importance of body language for being successful at a Group Discussion.

Q. 6: Give the format of an Academic Project Report.

Q. 7: Discuss the reasons because of which qualified candidate may not be successful at an interview. Justify your answer with relevant examples.

### SECTION - C

Read the case and answer the questions

**10×02 = 20 Marks**

Q. 8: Case Study: A global manufacturing company hired a group of Interns (Technical as well as management streams) to support the activities in various departments. Each intern had behaviors that were surfacing that were detracting from their overall effectiveness. These behaviors were across the board from being too high level, not being prepared, nervousness, being too technical, not establishing connection and rapport with the audience, etc. Each individual viewed presenting and their skill level from vastly different perspectives.

An on-site training session was organized for the interns as well as executives by a consulting company, which included the following:

- Understanding the executive sponsors perception of the need, benefit and desired outcome.

- Having each individual complete a questionnaire in advance of the session assessing the last three presentations they made, articulating where they wanted to improve, and articulating their strengths in presenting, expressing what got in their way when they were not at their best and establishing a vision of their desired outcome.
- Taking a positive approach using each individual's strengths, values and gifts observed in their best recent presentation.
- Having participants prepare for their next presentation with exercises on understanding their audience, declaring their desired outcome, articulating their message in one sentence, preparing a strong start, articulating their content clearly, simply and cohesively, and creating a 'call to action' for their close.
- Providing skill-building tools to build rapport with their audience, read their audience real time and stay flexible, increase their confidence, maintain eye contact, and be prepared to handle questions (even the one's that throw them off!)
- Obtaining a commitment from each individual on 3 simple things they will try first.
- Building future collaborative, constructive support for one another moving forward to maintain the momentum and allow for continuous improvement.
- Each participant following up with the group on how the presentation they prepared for went.
- Follow on individual coaching with participants.

The result has been greater confidence, influence and ease for the presenters and greater understanding and confidence in the interns as well as executives by their audience.

Q 8(A): Discuss the importance of soft skills in delivering a corporate presentation? Take example from the case study for support of your answer.

Q8(B): What are the major preparations for the interns for repo building during the preparation for the corporate meetings and presentation content which could help them convert an internship in to PPO?

<b>Question Number</b>	<b>CLO</b>
<b>Q1a,b,c,d,e</b>	<b>CLO1</b>
Q4, 8QB	<b>CLO2</b>
Q1g,I, Q7, Q2	<b>CLO3</b>
Q1-h,j, Q5	<b>CLO4</b>
Q8A, Q4	<b>CLO5</b>

**Note:** Font: Times New Roman, Font size: 12.