



THE AMERICAN COLLEGE, MADURAI
(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (2nd Cycle) by NAAC with Grade “A”, CGPA – 3.46 on a 4-point scale
Backlog Arrear Examination, March 2021

ENG, ENS 2202/ ENG 2362– Career Skills

Marks: 60

Time: 2 Hrs

Section A

Answer any FOUR of the following:

4*15=60

1. Prepare a formal self-introduction for a Job interview that you would be attending next week.
2. Write a Job application for a vacancy advertised in a national daily, along with your resume.
3. What are the key elements of presentation? Elaborate.
4. Explain the different stages in a negotiation process.
5. Minute the proceedings of a meeting at your office / department.
6. What are the skills/ qualities possessed by a leader?