

Assignment – Skill Development & Vocational Training

Module 1: Introduction to Skill Development

1. Define skill development. Why it is important in today's job market?
2. Explain the difference between *soft skills* and *technical skills* with examples.
3. Identify three local industries in your area and list the skills they require in employees.

Module 2: Communication & Soft Skills

4. Write a short essay (200 words) on “**The Role of Communication in Career Growth.**”
5. Prepare a mock interview question set (at least 5 questions) for a customer service job.
6. Role-play: Imagine you are a team leader resolving a conflict. Write the dialogue of how you would handle it.

Module 3: Digital & IT Skills

7. What is MS Excel used for in a workplace? List three practical applications.
8. Create a basic résumé in MS Word (include your career objective, education, and skills).
9. What is digital marketing? Mention two real-world examples of businesses using it effectively.

Module 4: Vocational & Entrepreneurial Skills

10. Prepare a simple **business plan outline** for starting a tailoring shop / digital service center / food stall.
11. Explain how financial literacy helps in entrepreneurship.
12. Interview a small business owner and prepare a one-page report on challenges they face.

Module 5: Practical Assignments

13. Record a **2-minute self-introduction video** as if you are attending a job interview.
14. Create a weekly work schedule for a small training center (Mon–Sat).
15. Visit a nearby vocational training center and write a reflection on what you learned.