

C.U.SHAH UNIVERSITY

Summer Examination-2016

Subject Name : Professional Etiquettes - II

Subject Code : 4SC06PEF1

Branch: B.Sc.(All)

Semester : 6

Date : 06/05/2016

Time : 02:30 To 04:30

Marks : 50

Instructions:

- (1) Use of Programmable calculator & any other electronic instrument is prohibited.
 - (2) Instructions written on main answer book are strictly to be obeyed.
 - (3) Draw neat diagrams and figures (if necessary) at right places.
 - (4) Assume suitable data if needed.
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Q-1 Attempt the following questions: (10)

- a) In the phase Kalam was going into the defence stage of his career.
- b) What was the name of Dr. Kalam's brothers' daughter and Dr. Kalam wanted to attend her wedding ceremony at Rameswaram.
- c) Expand IGMDP.
- d) Define gesture
- e) Write any two types of non verbal communication.
- f) The type of interview in which candidate is asked rapid questions, his answers are severely criticized- he is interrupted repeatedly by the interviewer is known as.....
- g) Define FAQs.
- h) Expand GD and PI.
- i) What do you mean by Tone?
- j) paper are often used in literature courses to compare two different authors, or stories from a particular genre.

Attempt any four questions from Q-2 to Q-8.

Q-2 Attempt all questions

a) What are the characteristics required in a candidate during interview? (5)

b) Describe the characters of a good GD. (5)

Q-3 Attempt all questions

a) Describe the process of interview (5)

b) Explain the types of research papers. (5)



- Q-4** **Attempt all questions**
- a** Describe the attributes to pass the competitive exams? **(5)**
- b** What are the differences between presentation and public speaking? **(5)**
- Q-5** **Attempt all questions**
- Write Short notes on-**
- a** Body Language **(5)**
- b** Resume building **(5)**
- Q-6** **Write Short notes on-**
- a** Elements of research paper. **(5)**
- b.** Non verbal communication **(5)**
- Q-7** Summarize the propitiation and contemplation parts of wings of fire. **(5+5)**
- Q-8** **Attempt all questions**
- a** What are the qualities required in an Inspiring Speaker? Enlist. **(5)**
- b** Suppose you have given one interview on 30 January 2016 for the post of Jr. production in-charge in one company and you want to enquire about the result. **(5)**
 Draft the follow-up letter to the Manager (HR) of that company.

