Enrollment No: _____ Exam Seat No:_____

C.U.SHAH UNIVERSITY

Summer Examination-2017

Subject Name : Professional Etiquettes - II

Subject Code : 4SC06PEF1 **Branch: B.Sc.(All)**

Semester : 6 **Date : 13/04/2017** **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.

Q-1 **Attempt the following questions:** **(10)**

a) Interview is the junction point to meet _____ and _____.
b) _____ are helpful to narrow down the flood of candidates applied.
c) _____the letter that is used to circulate any special message to a huge member of audiences.
d) A _____ letter is written to fire an employee.
e) Define curriculum vita?
f) Technical aids are more important that presentation. (true/false)
g) What is important in public speaking? (content, presentation, both of them, none of two)
h) A _____ is a structured argument.
i) A research paper is an expanded essay that presents your own _____.
j) Name the three types of resume:

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

Q-2 **Attempt all questions** **(10)**

A. 'Wings of Fire' depicts not just an account of Kalam's personal triumphs and tribulations but describes successes and setbacks of scientific establishment in modern India- Discuss these statements.

B. Why did the author decide that the 'burial of the Devil was essential for the rise of hope and vision' in DRDL? How did he intend to achieve this?

Q-3 **Attempt all questions** **(10)**

A. "We are all born with a fire in us. Our effort should be to give wings to this fire." Examine this statement in the light of the title 'Wings of Fire'.

B. How many kinds of resumes are used for the job application? Describe them in detail.

Q-4 **Attempt all questions** **(10)**

A. Explain the importance of debate.

B. What are the qualities required in a good speaker?

Q-5 **Attempt all questions** **(10)**

A. Draft a suitable resume as you apply for the post of Lab Assistant.

B. Describe the details of technical presentation.

Q-6 **Attempt all questions** **(10)**

A. Write your resignation letter from the post of head accountant.

B. It is mandatory to consent your job acceptance for the post of Lab Assistant. Write a suitable letter.

Q-7 **Attempt all questions** **(10)**

A. What are the characteristics of successful group discussion?

B. What are the requirements before preparing a presentation?

Q-8 **Attempt all questions** **(10)**

A. List the importance of interview.

B. Compare and contrast GD and debate