

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.
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**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 than 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

