

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

- Q-2 Attempt all questions (14)**
- a) Compare and contrast between resume & curriculum vitae. 7
 - b) Write in detail about the different types of job letters. 7
- Q- 3 Attempt all questions (14)**
- a) What are the qualities observed by an employer during an interview? 7
 - b) Explain the types of interviews conducted for various purposes. 7
- Q- 4 Attempt all questions (14)**
- a) Explain the characteristics of successful group discussion? 7
 - b) What should be the process and procedures followed for an interview?. 7
- Q-5 Attempt all questions (14)**
- a) Write in detail the importance of non-verbal communication during presentation. 7
 - b) Write short notes on i) meeting ii) presentation 7
- Q- 6 Attempt all questions (14)**
- a) Write the summary of *The Death of a Salesman*. 7
 - b) *The Death of a Salesman* depicted the story of the waning days of a failing salesman. Explain. 7
- Q- 7 Attempt all questions (14)**
- a) You are selected for the post of senior accountant in Mass Financial Services. Write a job acceptance letter. 7
 - b) You have received an offer to serve as a senior accountant in Suzlon Energy Pvt. Ltd. So, you want to resign from your current job. Write a resignation letter. 7
- Q- 8 Attempt all questions (14)**
- a) Draft a resume applying for the post of accounts assistant in a commercial organization. 7
 - b) Write a job application to Param Superbazar for the post of a cashier . 7

