Enrollment No:				Seat No:			
	\mathbf{C}	.U.SHAI	I UNIV	ERSITY			
		Winter Ex	xaminati	ion-2018			
Subjec	et Name: English-I						
Subject Code: 4CO05ENG1		G1	Branch: B.Com				
Semest	ter: 5 Date: 0'	7/12/2018	Time: 10:	:30 To 01:30	Marks:70		
Instruc	tions:						
	_		•	electronic instrument is	prohibited.		
				strictly to be obeyed.			
	Draw neat diagram Assume suitable of	_	if necessary)	at right places.			
(4)	Assume sunable (iata ii fieeded.					
Q-1	Attempt the follow	wing questions			(14)		
a)	A is an in-de	pth document of	r a high level	of detail about one's			
	achievement.						
	a. bio-data		esume	c. curriculum vita			
b)	The covers one's education as well as any other accomplishments like publications, awards, honours, affiliations etc.						
	a. bio-data		esume	c. curriculum vita	20		
c)				the types of	10		
C)	a. bio-data		esume	c. curriculum vita	ae		
d)	cover letter includes a resume with a prescribed format for the post.						
	a. a solicited		unsolicited	c. none of these			
e)	When you agree to join a job accepting all their terms and conditions you write						
	job letter b	υ υ	e job.				
	a. rejection/refusal		esignation	c. acceptance			
f)		-	-	to write a job let	ter.		
~)	a a. rejection/refus		esignation	c. termination			
g)	Non-verbal comma. spoken form		ritten form	c. signs and symb	vole		
h)	The Death of a Sal			•	7015		
11)	a. Earnest Heming		Arthur Miller		ner		
i)	In interview the focus is laid on the periodical assessment of employees.						
	a. problem		tress	c. appraisal/asses			
j)	In each candidate is expected to voice his/her opinion and offer counter						
	arguments.						
	a. an interview		n meeting				
k)	Current topics, abstract topics, argumentative/controversial topics are types of						
1)	a. group discussions b. interviews c. job letters Resignation, rejection, termination, acceptance etc. are terms related to						
1)	a. group discussion		n, acceptance nterviews	c. job letters	· ·		
	a. group discussion	ль U. I	111C1 V 1C W S	c. job ielieis			



a. group discussions
b. interviews
c. job letters
In non-verbal communication body language mostly refers to _____
a. signs
b. symbols
c. gestures/postures

A _____ requires a notice to attend, an agenda of things, and a minutes of

b. meeting

m)

n)

outcome.

a. interview

c. group discussion

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	7
	presentation.	
b)	Write short notes on i) meeting ii) presentation	7
Q- 6	Attempt all questions	(14)
a)	Write the summary of <i>The Death of a Salesman</i> .	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	7
	Services. Write a job acceptance letter.	
b)	You have received an offer to serve as a senior accountant in Suzlon	7
	Energy Pvt. Ltd. So, you want to resign from your current job. Write a	
	resignation letter.	
Q-8	Attempt all questions	(14)
a)	a) Draft a resume applying for the post of accounts assistant in a commen	
	organization.	
b)	Write a job application to Param Superbazar for the post of a cashier.	7

