

Enrollment No: _____

Exam Seat No: _____

C.U.SHAH UNIVERSITY

Winter Examination-2019

Subject Name: English- I

Subject Code: 4CO05ENG1

Branch: B.Com

Semester: 5

Date: 27/11/2019

Time: 10:30 To 01:30

Marks:70

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

14

- a) Resignation, rejection and acceptance are the names of the types of _____.
- a. Interviews b. resumes c. job letters
- b) Job application in other words is called _____ letter.
- a. Cover b. joining c. rejection
- c) When one wants to resign from a job he writes job _____ letter.
- a. Refusal b. resignation c. acceptance
- d) Stress interview is one of the methods of _____.
- a. Testing self- command b. periodical assessment c. solving problem
- e) Appraisal interview is one of the methods of _____.
- a. Testing self- command b. periodical assessment c. solving problem
- f) Exit, stress, problem etc. are some names associated with the types of _____.
- a. interviews b. resumes c. job letters
- g) Chronological, functional, and combination etc. are some names associated with the types of _____.
- a. interviews b. resumes c. job letters
- h) Which of the following details a resume generally contains?
- a. Personal details b. qualification/experience c. research/publications
- i) Which of the followings are the names of some characters of *Death of a Salesman* ?
- a. Santiago/Manolin b. Linda/ Biff c. Jim/ Della
- j) Which of the following prizes is not won by *Death of a Salesman* ?
- a. Pulitzer b. Tony c. Nobel
- k) *Death of a Salesman* is written by _____.
- a. Earnest Hemingway b. Arther Miller c. O' Henry
- l) *Death of a Salesman* is a _____.
- a. Tragedy b. adventurous journey c. comedy
- m) Preparing slides is generally required in _____.
- a. presentation b. public speaking c. group discussion
- n) Current topics, abstract topics, argumentative/controversial topics are types



of _____.

- a. group discussions b. interviews c. job letters

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

- Q-2 Attempt all questions (14)**
- a) Write in detail about the different types of job letters 7
- b) What is interview? Explain the types of interviews conducted for various purposes. 7
- Q- 3 Attempt all questions (14)**
- a) What should be the process and procedures followed for an interview? 7
- b) What are the qualities observed by an employer during an interview? 7
- Q- 4 Attempt all questions (14)**
- a) Elaborate the differences and similarities between resume & curriculum vitae. 7
- b) What are the key features of a meeting? Write the etiquettes that should be followed in a meeting? 7
- Q-5 Attempt all questions (14)**
- a) Explain the importance of non-verbal communication during public speaking and presentation. 7
- b) Write short notes on i) Presentation ii) Public speaking. 7
- Q- 6 Attempt all questions (14)**
- a) Is Biff right in saying of Willy that “ the man didn’t know who he was?” 7
- b) Write the character of Willy Loman. 7
- Q- 7 Attempt all questions (14)**
- a) Shakti Construction Pvt. Ltd. offers you the post of a Senior Accountant. Write a job acceptance letter. 7
- b) Write a job application to Surya Electronics for the post of an Office Manager. 7
- Q- 8 Attempt all questions (14)**
- a) You have received an offer to serve as a Senior Accountant in Sai Industries, Rajkot. So, you want to resign from your current job. Write a resignation letter. 7
- b) Draft a resume applying for the post of accounts assistant in a commercial organization. 7

