

Enrollment No: \_\_\_\_\_

Exam Seat No: \_\_\_\_\_

# C. U. SHAH UNIVERSITY

## Summer Examination-2020

Subject Name : English-I

Subject Code : 4CO05ENG1

Branch: B.Com

Semester: 5

Date: 06/03/2020

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) Current topics, abstract topics, argumentative/controversial topics are types of \_\_\_\_\_.  
a. group discussions                      b. interviews                      c. job letters
- b) Resignation, rejection, termination, acceptance etc. are terms related to \_\_\_\_\_.  
a. group discussions                      b. interviews                      c. job letters
- c) Chronological, combination, and functional are the types of \_\_\_\_\_.  
a. bio-data                                      b. resume                                      c. curriculum vitae
- d) The \_\_\_\_\_ covers one's education as well as any other accomplishments like publications, awards, honours, affiliations etc  
a. bio-data                                      b. resume                                      c. curriculum vitae
- e) A \_\_\_\_\_ is an in-depth document or a high level of detail about one's achievement.  
a. bio-data                                      b. resume                                      c. curriculum vitae
- f) In \_\_\_\_\_ each candidate is expected to voice his/her opinion and offer counter arguments.  
a. an interview                                      b. a meeting                                      c. a group discussion
- g) \_\_\_\_\_ cover letter includes a resume with a prescribed format for the post.  
a. a solicited                                      b. an unsolicited                                      c. none of these
- h) When you wish to resign from a post you need to write a job \_\_\_\_\_ letter.  
a. Acceptance                                      b. resignation                                      c. termination
- i) When you agree to join a job accepting all their terms and conditions you write job \_\_\_\_\_ letter before joining the job  
a. rejection/refusal                                      b. resignation                                      c. termination
- j) A \_\_\_\_\_ requires a notice to attend, an agenda of things, and a minutes of outcome.  
a. interview                                      b. meeting                                      c. group discussion
- k) In non-verbal communication body language mostly refers to \_\_\_\_\_  
a. signs    b. symbols                                      c. gestures/postures
- l) Non-verbal communication generally refers to \_\_\_\_\_.  
a. spoken form                                      b. written form                                      c. signs and symbols



