

Enrollment No: _____

Exam Seat No: _____

C. U. SHAH UNIVERSITY

Summer Examination-2020

Subject Name : English-I

Subject Code : 4CO5ENG1

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



