Enrollment No:	Exam Se	eat No:

C. U. SHAH UNIVERSITY

Summer Examination-2020

Subject Name : English-I Subject Code : 4CO05ENG1

Semester: 5 Date: 06/03/2020 Time: 10:30 To 01:30 Marks:70

Branch: B.Com

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.

)-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		
	D)	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		
	11)	letter.		
		a. Acceptance b. resignation c. termination		
	i)	When you agree to join a job accepting all their terms and conditions you		
1)		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)	k)	In non-verbal communication body language mostly refers to		
		a. signs b. symbols c. gestures/postures		
J	1)	Non-verbal communication generally refers to		
		a. spoken form b. written form c. signs and symbols		



	n	Ininterview the focus is laid on the periodical assessment of		
		employees.		
		a. problem b. stress c. appraisal/assessment		
	n	n) The Death of a Salesman is written by		
		a. Earnest Hemingway b. Arthur Miller c. William Faulkner		
Atter	npt ar	ny four questions from Q-2 to Q-8		
Q-2		Attempt all questions	(14)	
~ -	a)	What is curriculum Vitae? Compare and contrast between resume &	(1-)	
	/	curriculum vitae.		
	b)	Write about different types of resume.		
Q-3		Attempt all questions	(14)	
	a)	Explain the types of interviews conducted for various purposes.		
	b)	Write in detail about the different types of job letters.		
Q-4		Attempt all questions	(14)	
	a)	What should be the process and procedures followed for an interview?		
	b)	What are the qualities observed by an employer during an interview?		
Q-5		Attempt all questions	(14)	
	a)	Explain the characteristics of successful group discussion?		
	b)	Write short notes on i) meeting ii) presentation		
Q-6		Attempt all questions	(14)	
	a)	You are selected for the post of Senior Accountant in Heavy Financial		
		Services, Rajkot. Write a job acceptance letter.		
	b)	You have received an offer to serve as an Administrative Officer in		
		Dynamism Energy Pvt. Ltd. Mumbai. So, you want to resign from your		
Q-7		current job. Write a resignation letter.		
Q-1		Attempt all questions	(14)	
	a)	Draft a resume applying for the post of Office assistant in a commercial	(= •)	
	/	organization.		
	b)	Write a job application to Shrushti Vidyapith for the post of a teacher.		
Q-8		Attempt all questions	(14)	
	a)	Write the summary of The Death of a Salesman		
	b)	The Death of a Salesman depicted the story of the waning days of a failing salesman. Explain		

