

Enrollment No: _____

Exam Seat No: _____

C. U. SHAH UNIVERSITY

Winter Examination-2021

Subject Name: English - I

Subject Code: 4CO05ENG1

Branch: B.Com

Semester: 5

Date: 15/12/2021

Time: 11:00 To 02:00

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.
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Q-1 (A) Each of the following questions has four options. Find out the most appropriate answer and (14) rewrite it:

- 1) Who is Ben in *Death of A Sales man*?
 - a) He is Willy's brother who apparently became very successful at a young age.
 - b) He is Willy's father, who was also a salesman.
 - c) He is Willy's longtime friend.
 - d) He is Willy's oldest son, who no longer keeps in touch with the family.
- 2) What does Willy feel is a disgrace?
 - a) Not finding yourself by the age of thirty-four
 - b) Living on a farm
 - c) Not being married by the age of thirty-four
 - d) Making less than thirty-five dollars per week
- 3) What sort of cheese does Willy prefer?
 - a) Swiss
 - b) Edam
 - c) American
 - d) Brie
- 4) A single resume which is prepared by the candidate for many other posts, is called a _____.
 - a) Specific Resume
 - b) Generic Resume
 - c) Functional Resume
 - d) None
- 5) Job refusal letter is written when _____.
 - a) Candidate does not want to continue job
 - b) Candidate wants to resign from the job
 - c) Candidate wants to apply for the job
 - d) Candidate does not want to do that job
- 6) In Application letter, how do we write date?
 - a) 15-12- 21
 - b) 15/12/21
 - c) 15 December, 2021
 - d) All
- 7) Who is Willy's employer?



a) Howard Macy b) Wolf Biederman c) Brown and Morrison d) Howard Wagner

- 8) Which of the following advice would you like to give to your friend for being successful at it?
- a) Wear neat and ironed clothes
 - b) Speak loudly at the time of interview
 - c) Say 'Thank you'
 - d) All of above except 'b'
- 9) If you deliver your presentation without keeping any pages with you, it is called ____.
- a) Manuscript b) Impromptu c) Memorized d) Extempore
- 10) Which of the following is NOT true for conducting meeting?
- a) Start meeting at sharp time
 - b) Please wait for all members to arrive and then start the meeting
 - c) Keep eye contact while speaking
 - d) Give agenda to the members before the meeting
- 11) While appearing in interview, you should sit with _____ in a chair.
- a) Cross leg b) Legs under the chair c) Legs forward d) Legs planted straight
- 12) Which of the following aids is / are effective for making presentation?
- a) Video Clips b) Power Point c) chart d) all
- 13) Public Speaking and Presentation skills are the same entity. The statement is ____.
- a) True b) False
- 14) By conducting Group Discussion (GD), the employer can find a suitable candidate having ____ quality.
- a) Leadership b) Initiative c) Conflict resolution d) All
 - b)

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

Q-2 (A) Dhananjay and Sons Private Limited Company, Vadodara requires twenty Accountants for its firm. **(07)**
Prepare an effective resume for this position.

(B) Write in brief the basic characteristics of the meeting. **(07)**

Q-3 (A) Recently, you have received the job letter from Yes Bank, Dhrangadhra. Due to some reasons, you **(07)**
are not interested in accepting this job. Write a suitable job refusal letter to the Manager of the bank.



- (B) Prepare a Job application letter, which is to be sent to Siddhi Developers, Bodakdev, Ahmedabad (07)
for the post of Public Relation Officer (PRO).
- Q-4** What is Interview? Discuss in detail the various types of Interview. (14)
- Q-5** (A) Write a character sketch of William Benson as depicted in *Death of a Salesman*. (07)
- (B) Discuss in detail the types of resume. (07)
- Q-6** Discuss in detail the plot of *Death of a Salesman*. (14)
- Q-7** (A) What kind of qualities an employer looking for when he hires a candidate by conducting interview? (07)
- (B) Write a detailed note on the methods of delivering presentation. (07)
- Q-8** (A) Due to some reasons, you are resigning from the post of a cashier in Gramin Bank. Draft a suitable resignation that is to be forwarded to the Manager. (07)
- (B) Write a short note on: Types of Group Discussion. (07)

