

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)

