

Enrollment No: _____

Exam Seat No: _____

C. U. SHAH UNIVERSITY

Summer Examination-2022

Subject Name: English-I

Subject Code: 4CO05ENG1

Branch: B.Com

Semester: 5

Date: 28/04/2022

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 option (07) and rewrite it.

- 1) In a group discussion, one must communicate with _____.
a) Hostility b) Ignorance c) knowledge d) long sentences
- 2) What is the right dress code for a Group Discussion Session?
Casual b) Any dress will do c) Formal d) Jazzy
- 3) If you are unable to remain present in interview, you can ask for arranging _____.
a) Lunch Interview b) Telephonic Interview c) Breakfast Interview d) None
- 4) How is Willy slowly killing himself?
a) Prescription drugs b) inhaling gas c) alcohol d) illegal drugs
- 5) What sport had Biff excelled at in high school?
a) Baseball b) football c) Basketball d) None
- 6) When Willy's father left his family, he moved to _____.
a) Canada b) Alaska c) New Mexico d) Florida
- 7) Willy is most concerned with _____.
a) Fame b) Being well – liked c) Money d) Getting a house

Q-1 (B) Match the column 'A' (Concept) with Column 'B' (Activity) most appropriate way and (07) rewrite it.

- | Column 'A' | - | Column 'B' |
|--------------|---|---|
| i) Extempore | - | a) Time based Nonverbal communication |
| ii) Minutes | - | b) A resume prepared for the particular job |



- iii) Selected for Job - c) Touch based Nonverbal communication
- iv) Kinesics - d) A resume prepared for all kind of jobs
- v) Haptics - e) Job Acceptance Letter
- vi) Generic resume - f) Document prepared after the meeting
- vii) Specific resume - g) Without preparation, the person makes presentation
- h) Body Movement

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

- Q-2 (A)** Axis Bank Ltd. needs 03 cashiers for this new branch at Morbi, Gujarat. Draft a suitable resume you would like to send for the said post. **(07)**
- (B)** What is interview? Discuss in detail any Two types of interviews. **(07)**
- Q-3 Write short notes on:** **(14)**
- i) Character sketch of Willy Loman ii) Difference between CV and Resume
- Q-4 (A)** What are the Audio – visual aids? Discuss the various aids used in making effective presentation. **(07)**
- (B)** Write the qualities that required to be a good speaker? **(07)**
- Q-5 Write short notes on:** **(14)**
- i) Importance of Group Discussion in present time
- ii) Failure factors of Interview.
- Q-6 (A)** You are selected as an accountant in Tax-spin company. Write a job acceptance letter for the same post. **(07)**
- (B)** You have been selected as a clerk in YES Bank, Rajkot. Due to some social constraints, you are unable to join the said post. Write a job refusal letter for the same. **(07)**
- Q-7 (A)** Discuss in detail the characteristics of a good resume. **(07)**
- (B)** Write a detailed summary of the play *Death of a Salesman*. **(07)**
- Q-8 (A)** Write a job application letter to D- Mart, Surendranagar for the post of Billing Officer. **(07)**
- (B)** Write a brief note on Meeting Etiquettes. **(07)**

