

- n) "I refer to the advertisement & wish to apply for the post of _____ your organization" can be a line of which of the following letters?
 A. resignation B. cover C. rejection

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

- Q-2 Attempt all questions (14)**
 A What is Group Discussion? Characteristics of Group Discussion. **07**
 B Write a detailed note on non-verbal communication. **07**
- Q-3 Attempt all questions (14)**
 A Write short notes on Chronological Resume and Hybrid Resume **07**
 B Characteristics of Effective Meetings. **07**
- Q-4 Attempt all questions (14)**
 A You are selected for the post of Sr Account in Bharat Chemical, SNR. Write a job acceptance letter. **07**
 B Write a resume to Atmiya University, Rajkot applying for the post of a Librarian. **07**
- Q-5 Attempt all questions (14)**
 A How many main Tenses are there in English Language? **07**
 2 How many articles are there in English Language?
 3 The Computer is on the table. (Identify the parts of speech of the underlined word)
 4 How many Parts of Speech are there in English Language?
 5 How many types of Noun are there in English Language?
 6 What is Noun?
 7 What is an Adjective?
 B **1. Change the Voice. (3) 07**
 I have not spoken English.
 They learn English.
 Shreya Is not singing songs.
 2. Reported Speech. (4)
 'What are you doing now Anju?'
 "I am reading for my next exam."
 But why are you asking such a question Sona?"
 " Because I want to play with you,"
- Q-6 Attempt all questions (14)**
 A Write note on types of Interview. **07**
 B What should do during the Interview? **07**
- Q-7 Attempt all questions (14)**
 A. **Fill the following blanks**
 1. _____ I come in Sir? (Am, May, Can) **07**
 2. We _____ speak truth. (are, should, could)
 3. Catch me if you _____ (Am, May, Can)
 4. _____ you like Tea or Coffee? (Should, Would, Could))
 5. We _____ pay the taxes regularly. (would, should, could)
 6. It _____ rain today. (may, should, can)



7. We ____ do this task. (shall, may, can)

B. Fill the following blanks.

1. I saw ____people in the program. (few, less, more) **07**
2. Jack has ____friends here. (many, more, bit)
3. I have written articles on ____ (several, few, enough)
4. We have ____ food in the refrigerator. (little, enough, much)
5. There was a ____people in the concert. (enough, lots of, more)
6. Alice had ____fruits only. (some, any, many)
7. Merry drank ____water. (a little, some, a bit)

- Q-8** **Attempt all questions** **(14)**
- A** Write a Resignation letter to The Manager of Divyajyoti Brothers & Co **07**
Rajkot.
- B** Write a resume to Viva Plastic Pvt LTD, Ahmedabad applying for the **07**
post of an Office Assistant

