## C. U. SHAH UNIVERSITY Winter Examination-2022

## Subject Name: English-I

| Subject Cod  | le: 4CO05ENG1  | Branch: B.Com  |                           |  |  |  |  |
|--|--|--|---------------------------|--|--|--|--|
| Semester: 5  | Date: 28/11/2022   | Time: 02:30 To 05:30   | Marks: 70                 |  |  |  |  |
| <ul> <li>Instructions:</li> <li>(1) Use of Programmable calculator &amp; any other electronic instrument is prohibited.</li> <li>(2) Instructions written on main answer book are strictly to be obeyed.</li> <li>(3) Draw neat diagrams and figures (if necessary) at right places.</li> <li>(4) Assume suitable data if needed.</li> </ul> |  |  |                           |  |  |  |  |
| Q-1  | Attempt the following question                           | ons:   | (14)                      |  |  |  |  |
| a)   | Which of the followings is the                           |  |                           |  |  |  |  |
| b)   |  |  |                           |  |  |  |  |
| <b>c</b> )   |  | a job he writes a job lette  | er.                       |  |  |  |  |
| d)   |  | wish to apply for the post of  | in your                   |  |  |  |  |
| <b>e</b> )   | Which of the following details                           |  |                           |  |  |  |  |
| f)   | Which of the following details                           | a C V generally contains?  |                           |  |  |  |  |
| g)   | Chronological, combination, ar                           | /experience c) research/ award<br>ad functional are the types of<br>resume c. curriculur | ·                         |  |  |  |  |
| h)   | A is an in-depth docu achievement.                       | ument or a high level of detail a  | about one's               |  |  |  |  |
| i)   | Current topics, abstract topics, of                      | resume c. curriculur<br>argumentative/controversial topic                                | cs are types              |  |  |  |  |
| j)   | In each candidate is ex counter arguments.               | b. interviews c. job lette<br>spected to voice his/her opinior                           | and offer                 |  |  |  |  |
| k)   | In interview the focus employees.                        | b. a meeting c. a group d<br>is laid on the periodical ass                               |                           |  |  |  |  |
| l)   | a. appraisal/assessment<br>In non-verbal communication b | b. problem c. stress<br>body language mostly refers to                                   |                           |  |  |  |  |
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| a. signs   | b. gestures/postures  | c. symbols          |  |  |  |
|--|-----------------------|---------------------|--|--|--|
| <b>m</b> ) Preparing slides is generally required in |                       |                     |  |  |  |
| a. presentation                                      | b. public speaking    | c. group discussion |  |  |  |
| <b>n</b> ) Death of a Salesman is w                  | ritten by             |                     |  |  |  |
| a. Earnest Hemingway b                               | Arther Miller c. O' I | Henry               |  |  |  |
|  |                       |                     |  |  |  |

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

| Q-2 | A | <b>Attempt all questions</b><br>What is interview? Write the importance of interview.  | (14)<br>07 |
|-----|---|--|------------|
|     | B | What are the qualities observed by the employer during interview? Write also the failure factors.  | 07         |
| Q-3 |   | Attempt all questions  | (14)       |
| -   | Α | You learnt from a reliable source that a post of Accounts Assistant lays vacant in Divyajyoti Brothers & Co., SNR. Write a job application.                                    | 07         |
|     | В | You are selected for the post of an Office Assistant in Bharat Chemicals,<br>Ahmadabad. Write a job acceptance letter.   | 07         |
| Q-4 |   | Attempt all questions  | (14)       |
| -   | A | You have recently received an offer to serve as a Senior Accountant in<br>Sai Industries, Rajkot. So, you want to resign from your current job.<br>Write a resignation letter. | 07         |
|     | В | Draft a resume applying for the post of accounts assistant in a commercial organization.   | 07         |
| Q-5 |   | Attempt all questions  | (14)       |
|     | Α | Write a C V to JP Pvt Ltd, Rajkot applying for the post of a General Manager.  | 07         |
|     | В | What are the key features of a meeting? Write the etiquettes that should be followed in a meeting.   | 07         |
| Q-6 |   | Attempt all questions  | (14)       |
|     | Α | Is Biff right in saying of Willy of <i>Death of a Salesman</i> that "the man didn't know who he was?" Comment.   | 07         |
|     | В | <i>The Death of a Salesman</i> depicted the story of the waning days of a failing salesman. Explain.   | 07         |
| Q-7 |   | Attempt all questions  | (14)       |
|     | Α | Explain the types of interviews conducted for various purposes.  | 07         |
|     | В | What should be the process and procedures followed for an interview?   | 07         |
| Q-8 |   | Attempt all questions  | (14)       |
|     | A | Elaborate the differences and similarities between resume & curriculum vitae.  | 07         |
|     | В | Write short notes on i) presentation ii) public speaking   | 07         |

