



RAN - 2003000204010002

RAN-2003000204010002 / 2003001104010002 / 2011000304010002

S. Y. B. Sc. (Sem. - IV) Examination September - 2023

Core Compulsory Course in English

Written and Spoken Communication Skills

Time: 2 Hours]

[Total Marks: 50

सूचना : / Instructions

(1)

नीचे दृशविलेक निशानीवाणी विगतो उत्तरवली पर अवश्य लपववी.

Fill up strictly the details of signs on your answer book

Name of the Examination:

S. Y. B. Sc. (Sem. - IV)

Name of the Subject :

Core Compulsory Course in English - Written and Spoken Communication Skills

Subject Code No.: **2003000204010002 / 2003001104010002 / 2011000304010002**

Seat No.:

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Student's Signature

- (2) All questions are compulsory.
- (3) Indicate clearly the options you attempt.
- (4) Figures to the right indicate full marks.

Q. 1. Answer briefly: (ANY FIVE)

[10]

- 1) How does attending seminars/workshops help you to keep up to date with developments in your area of work?
- 2) What are the various sources of information about jobs?
- 3) What are some important areas you will look into before you decide whether a company is suitable for you or not?
- 4) Why is it important to choose the correct channel of communication?
- 5) What are the many forms of written communication in an organisation?
- 6) Explain the proverb: Never write a letter when you are angry.
- 7) Explain the proverb: Opportunity seldom knocks twice.

Q. 2. A. Draft a dialogue on ANY ONE of the following situations: [07]

- i) Jayesh invites his professor to judge a contest, but he is not able to accept the invitation. Draft a dialogue.
- ii) Pradeep and Sanjana talk about their daily routines at home. Draft a dialogue.

Q. 2. B. How does body language reveal human nature? Explain with examples. [07]

OR

Narrate the experiences recalled by a family member or a friend during an interview.

Q. 3. A. Draft an interview conversation between the employers and a candidate for the post of a higher floor manager in a superstore. [08]

OR

Imagine that you are interviewing a candidate for the post of a bank clerk. Draft questions along with possible responses.

Q. 3. B. Draft a Resume for the post of an advertising executive in a media house. [08]

OR

Draft a Resume for the post of an accountant in a textile company.

Q. 4. Do as directed: [10]

- 1) Do you collect information _____ more than one source?
(Insert a suitable preposition)
- 2) You cannot choose French as a second language. You cannot choose German as a second language.
(Use a suitable conjunction to join the sentences)
- 3) Sriram said to his father, "I am fortunate to have a father like you."
(Convert into indirect speech)
- 4) Please take us to visit an industry the students said to their teacher.
(Punctuate the sentence in direct speech)
- 5) All the same
(Use the fixed expression in a sentence of your own)
- 6) You work for a well-known automobile company.
(Frame a 'yes/no' question)

- 7) Argument is the worst kind of communication.
(Frame a 'wh' question)
 - 8) Sita saw he's friend at a restaurant.
(Correct the sentence)
 - 9) I am having a Honda City car.
(Correct the sentence)
 - 10) I have studied in one of the best college in India.
(Correct the sentence)
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