

2008000104010002
EXAMINATION NOVEMBER 2024 (ATKT EXAM)
BACHELOR OF COMMERCE (FOURTH SEMESTER)
WRITTEN AND SPOKEN COMMUNICATION SKILL- IV

[Time: As Per Schedule]

[Max. Marks: 50]

Instructions:

1. Fill up strictly the following details on your answer book

- a. Name of the Examination : **BACHELOR OF COMMERCE (FOURTH SEMESTER)**
- b. Name of the Subject : **WRITTEN AND SPOKEN COMMUNICATION SKILL- IV**
- c. Subject Code No : **2008000104010002**

2. Sketch neat and labelled diagram wherever necessary.
3. Figures to the right indicate full marks of the question.
4. All questions are compulsory.

Seat No:

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Student's Signature

Q.1 Answer the questions briefly: (Any Five)

10

1. How can brainstorming be useful in problem-solving?
2. Why are problem-solving skills important in daily life?
3. How can a candidate create an excellent first impression?
4. Why do some employees change jobs frequently, while others work loyally for their companies for many years?
5. What are some important areas you will look into before you decide whether a company is suitable or not?
6. When you speak to someone, how do you know that they are interested in what you are saying?
7. What is a covering letter?

Q.2 (A)

7

- (a) Mr. Batra invites Mrs. Matthew and her family to his daughter's engagement. Construct a dialogue between them.

OR

(b) Suhas wants to participate in an inter-college quiz competition. He calls a secretary of the literary association of an organizing committee at the university and enquires about the date, time and venue of the event. Write a conversation between them.

(B)

(a) "The journey of a thousand miles begins with a single step." Using this proverb as a guide, write a paragraph in about 150 words on the importance of interview skills. **7**

OR

(b) Write a paragraph of 150 words about the advantages and disadvantages of changing jobs frequently.

Q.3 (A) **8**

(a) Imagine that you are facing an interview for the post of sales representative at the departmental store. Anticipate about 7 to 8 questions and write down your responses.

OR

(b) You are an interviewer, conducting an interview of fashion designer. Write a transcript of the interview consisting of 7 to 8 questions you ask the fashion designer and his/her responses.

(B) **8**

(a) Draft a curriculum vitae (CV) for the following advertisement:
Join our events team as an Event Coordinator and assist in planning and executing memorable events. If you have strong organizational skills and a creative mindset, apply now to help us create unforgettable experiences.

OR

(b) Prepare curriculum vitae (CV) for the post of an Editor for a well-known newspaper.

1. Finally, there were three trays _____The counter in front of him, and he still could not make up his mind. (Insert a suitable preposition)
2. He was an old man. He had enough strength to work as lighthouse keeper. (Combine the sentences with an appropriate conjunction)
3. He said, "The horse has been fed."(Change the sentence into indirect speech)
4. I told Rina, "When are you leaving?"(Change the sentence into indirect speech)
5. Smita has submitted all the legal documents. (Make it interrogative)
6. Jiya made a delicious cake. (Frame the question using 'what')
7. This is not a good restaurant. (Make it interrogative)
8. He will talk regularly on the phone. (Correct the sentence)
9. Please ask him what will he do. (Correct the sentence)
10. No sooner he had finished college than he found a job. (Correct the sentence)
11. The police arrested the smuggler. (Change the voice)
12. The vouchers are usually given by her. (Change the voice)
