


RAN-2408000603030012
S.Y.B.Com. (Sem.-III) Examination November - 2025
MDC - Business And Corporate English : Theory And Practice-III
Time: 2 Hours]
[Total Marks: 50
સૂચના : / Instructions

- (1) ઉપરોક્ત દર્શાવેલ વિગતો ઉત્તરવહી પર અવશ્ય લખવી.
Fill up strictly the above details on your answer book
- (2) All questions are compulsory.
- (3) Figures to right indicate marks.

Seat No.:

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Student's Signature

Q.1. Answer all the following multiple-choice questions.
10

1. A person's _____ gets reflected in the way in which he interacts with others.

A) choice of words	B) communication skills
C) attitude	D) both B and C
2. A _____ relationship exists between self-development and communication.

A) mutually exclusive	B) antagonistic
C) mutually dependent	D) inverse
3. Attitude is _____ judgment about an object.

A) an expressive	B) a scathing
C) an evaluative	D) a cynical
4. The main feature of complete-block format is _____.

A) right alignment	B) centre alignment
C) left alignment	D) hanging indentation
5. Choose the incorrect option:

A) The SWOT should be a general list of issues under each heading
B) The SWOT should be used in the initial stages of decision-making process.
C) The SWOT should focus on key issues and be specific as possible.
D) The SWOT should be a part of an overall strategy with regard to a particular context or situation.
6. Why is self assessment necessary before writing an application letter?

A) to know one's strength and weaknesses
B) to be able to identify which job suits one the best
C) to gather information about the organization
D) both (A) and (B)

7. The purpose of SWOT analysis is _____.
 - A) to assess the external business environment in which an organization operates
 - B) to compile a list of strength and weaknesses of an organization
 - C) to analyse external organizational environment
 - D) to analyse the business environment and strategic capability of an organization as compared to its competitors

8. The part of covering letter that gives details about why you are writing the letter and which position you are seeking in an organization is called the _____.
 - A) middle paragraph
 - B) subject line
 - C) opening paragraph
 - D) heading

9. A resume _____.
 - A) gets you a job
 - B) contains all the fact about you that you want your employer to know
 - C) give credibility to the claims made by you in the covering letter
 - D) is never accompanied by a covering letter

10. An applicant must use _____ resume/s for different positions.
 - A) the same
 - B) different
 - C) similar
 - D) identical

Q.2. A. Describe the negative attitude and its disadvantages. 14

OR

Q.2. B. Discuss the importance of the SWOT analysis for individuals as well as organization.

Q.3. A. Draft a resume with cover letter for the post of Human Resource Manager. 14

OR

Q.3. B. Draft a resume with cover letter for the post of Financial Analyst.

Q.4. Write short notes on the following topics. (ANY TWO) 12

1. Difference between cover letter and resume.
2. Importance of cover letter and resume
3. 'Five K' approach
4. Objective of job interviews.
