

Duration: 2 ½ Hours

F4 (Prq) - B.C

Seat Number: - _____

Marks: 75

Note: All Questions are Compulsory and carry equal marks

Q1.A. Choose the correct answer: (CO1 – CO4) (R & U) **{8 M}**

1. _____ refers to a meeting for discussion or an exchange of views.
a. Group b. Meeting c. Interviews d. Conference
2. Paperwork is the responsibility of the _____
a. Chairman b. Secretary c. Clerk d. Manager
3. _____ allows web tours.
a. Skype b. Web Pages c. Webinar d. Video Conferencing
4. A _____ is a plan which shows the positions of different parts of the letter.
a. Lay out b. Interviews c. Theory d. Application
5. The candidate should _____ prepare himself to deal with different types of interviewers
a. Physically b. Always c. Mentally d. Never
6. The person who gives the interview is known as _____
a. Interviewer b. Boss c. Sub-ordinate d. Interviewee
7. In the AIDA formula, I stands for _____
a. Interest b. Income c. Involvement d. Insider Address
8. BCC stands for _____ Carbon Copy.
a. Blink b. Black c. Behind d. Blind

Q1.B. State whether the following are True or False: (CO1 – CO4) (R & U) **{7 M}**

1. The candidate must arrive just in time for the interview.
2. An OHP is transportable.
3. Audience analysis gives you the basis for presentation.
4. The group discussion is a debate.
5. The interviewer must ensure that the candidate is worried.
6. Agenda must be kept secret till the meeting begins
7. Summary means short synopsis or outline of the important ideas of the passage.

Q2.A. What are the Principles of Effective Presentation (CO1) (U & AP) **{8 M}**

Q2.B. Draft a presentation for college students on NEP 2020 (CO1) (AP) **{7 M}**

OR

Q2.C. What are the commonly asked questions at Interview? (CO2) (AN) **{8 M}**

Q2.D. Discuss the various types of interviews. (CO2) (U) **{7 M}**

Q3.A. Draft an Application Letter to CRISIL Company for applying for the post of Accountant (CO3) (AP) **{8 M}**

Q3.B. Prepare a detailed Curriculum-Vitae. (CO3) (AP) **{7 M}**

OR

Q3.C. Write an Inquiry Letter to HDFC Bank regarding Opening of Current Account. (CO3) (AP) **{8 M}**

Q3.D. Draft a Sales Letter promoting Sales of a cellular Phone of Apple Company, I-Phone – 15 (CO3) (AP) **{7 M}**

Q4.A. Write a Letter to Dell Company for placing an Order for Laptops in your AMUL Company Ltd. (CO3) (AP) **{8 M}**

Q4.B. Draft a first Collection Letter to a New Customer i.e. Mr. Shahid Shaikh. (CO3) (AP) **{7 M}**

OR

Q4.C. Discuss the various Types of Conferences. (CO2) (R & U) **{8 M}**

Q4.D. Explain the agencies for Consumer Protection in India. (CO2) (U) **{7 M}**

Q5. Write Short Notes on : (CO1 – CO4) (R&U) **{15 M}**

1. Visual Aids 2. RTI 3. Consumer Rights
4. Group Discussion 5. Public Relation