

- Instruction :** 1) All the questions are compulsory
2) Both the questions in Section - I are compulsory.
3) Answer any two questions from the internal choice in Section - II,
4) Figures to the right indicate full marks.

Section - I

Q.1 a) **Unscramble Any 7 of the following jumbled words. :-**

07

- i. KELCUHC
- ii. LEMBHU
- iii. SIONCIDE
- iv. RENTFIDEF
- v. TEEXNCLEL
- vi. TYRAIHC
- vii. ROTHAU
- viii. CEXAT
- ix. RONWRA
- x. GENBOL
- xi. EWARA
- xii. REYMOM
- xiii. FTONE
- xiv. OYRWR

Q.1 b) **Write summary of the following passage of about 1/3rd of the original length :-**

08

19. One of the peculiarities which distinguish the present age is the multiplication of books. Every day brings new advertisements of literary undertakings, and we are flattered with repeated promises of growing wise on easier terms than our progenitors.

How much either happiness or knowledge is advanced by this multitude of authors, is not very easy to decide.

He that teaches us anything which we know not before, is undoubtedly to be loved as benefactor ; and he that supplies life with innocent amusement, will be certainly caressed as a pleasing companion.

But few of those who fill the world with books, have any pretensions to the hope either of pleasing or instructing. They have often to other task than to lay two books before them out of which they compile a third, without any new materials of their own, and with little application of judgement to those which former authors have supplied.

That all compilations are useless, I do not assert. Particles of science are often very widely scattered upon topics very remote from the principal subject, which are often more valuable than formal treatises, and which yet are not known because they are not promised in the title. He that collects those under proper heads is very laudably employed : for though he exerts no great abilities in the work, he facilitates the progress of others, and, by making that easy of attainment which is already written, may give some mind more vigorous or more adventurous than his own, leisure for new thoughts and original designs.

But the collections poured lately from the press have seldom been made at any great expense of time or inquiry, and therefore only serve to distract choice without supplying any real want.

Q.2 a) **Define Report? Mention the names of the different kinds of reports.**

05

Section - II

- Q.3 a) Why are interviews held in a business organization and discuss the various types of interviews? 08
- b) Wanted "Sales Executive" for a reputed Insurance company. Apply along with Bio-Data to Ambanis Group of Industries, Navi Mumbai, 400003. 07

OR

- Q.3 a) Wanted Fresh Graduates for the post of sales executives for Vijay Sales, Electronics Shoppe, Thane - 400006. Apply with Bio-Data. 07
- b) How should an applicant prepare himself and ensure his or her success at a selection and personal interview? 08
- Q.4 **Write Short Note on any three of the following :-** 15
- i) Kinesics and Proxemics.
 - ii) Body Language.
 - iii) Language and Tone in Oral Communication.
 - iv) Effective Listening.
 - v) Fax and Email.
 - vi) Telephone and Video Conferencing.

