

તા.01-05-2025

સમય 08-00 થી 10-30

ગુરુવાર

કુલ ગુણ : 60

LO. : 1. To familiarize students with the process of word formation and vocabulary development.

2. To understand various levels of word formation.

3. To develop the communication skills and personality skills.

4. To develop the skill of different kinds of written communication in formal settings.

Q1. Do as Directed:

A. Give Suitable Suffix/Prefix:

04

1. Mortal (Il, Im, Ir)
2. Comfortable (Un, Non, Ir)
3. Understand (ed, Il, able)
4. Advantage (Dis, Un, Non)

B. Elaborate the Abbreviations:

04

1. B/W
2. WHO
3. WTO
4. UNO

C. Blend the following words:

04

1. Lunch + Breakfast (Brunch, Brelunch)
2. Emotion + Icon (Emocon, Emoticon)
3. Motor + Hotel (Motorhotel, Motel)
4. Electronic + Mail (Electromail, Email)

Q2. Answer the following in Detail:(Any 1)

12

1. Discuss the process of staging an interview in detail. What are the key stages involved in planning, conducting, and concluding an effective interview?

OR

1. Describe the key steps and strategies involved in successfully appearing for a job interview. Discuss the importance of pre-interview preparation, appropriate dress and body language, effective communication skills, handling difficult questions, and post-interview etiquette. How can a candidate create a positive impression and increase their chances of being selected?

Q3. (A) Write a Notice and Agenda for a Board of Directors' meeting which is to be conducted at the company office in 21 days. **12**

OR

(B) Write a CV with Job Application Letter for the Job of a Lab Assistant.

Q4. (A) Write a Resignation Letter from your Current job as a teacher. **12**

OR

(B) Write Minutes of the Annual General meeting conducted at Sun Pharma Pvt. Ltd.

Q5. Write Short Note on any 1: **12**

1. Telephonic Conversations
2. Types of Interviews
3. Notice Writing
