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Total No. of Pages 2

Shivaji University, Kolhapur

Kamala College, Kolhapur

B.VOC (Part - I) (Semester - I) (CBCS) Examination,

June – 2022

BUSINESS COMMUNICATION (Paper - I)

Sub. Code: 64708



Day and Date: Monday, 07-06-2022

Time: 2.30pm to 5.00pm

Instructions: 1) All Questions are Compulsory.

2) Figures to the right indicate full marks.

Total Marks: 40

Q.1. Do as directed. (10 out of 12)

[10]

- a) Form one meaningful word by using suffix 'en'.
- b) Form one meaningful word by using suffix 'ly'.
- c) Write opposite word of 'Legal'.
- d) Gulabjamun is sweet in _____. (test/taste)
- e) She is very beautiful girl. (Make Exclamatory Sentence)
- f) _____ gives energy to the life. (Sun/Son)
- g) She has gone to cinema. (Identify the predicate of the sentence)
- h) He eats fruits. He drinks milk everyday.(Make compound sentence)
- i) If you study hard, you may pass the examination.(Identify the type of sentence)
- j) Form one meaningful word by using 'ing'.
- k) The baby was hungry. (Identify the class of the underlined word like noun,adjective,adverb,verb)
- l) Write synonym word of 'beautiful'.

Q.2. Write application letter for the post of Marketing Manager and write detailed resume about personal information, educational qualification and other details.

[10]

Q.3. Write a paragraph with the help of following data and prepare tree diagram.

'Prepare tree diagram of your family and write a paragraph on it'.

[10]

Q.4. Fill in the blank of the following interview.

[10]

(The interview for the post of Librarian)

Candidate : May I _____ sir?

Interviewer : _____. Have seat.

Candidate : Thank you, sir.

Interviewer : What's your _____?

Candidate : I _____.

Interviewer : Where are you from?

Candidate : I _____

Interviewer : How far it is?

Candidate : _____ from Kolhapur.

Interviewer : What is your _____?

Candidate : I have completed M.A., M.Lib from Shivaji University, Kolhapur.

Interviewer : Do you have any experience?

Candidate : Sir, I have _____

Interviewer : What _____?

Candidate : I like reading books, and playing cricket.

Interviewer : What are your expectations _____?

Candidate : I expect Rs.15000/- per month

Interviewer : We can give you 10000/- per month. Are you _____?

Candidate : Yes _____ very much.

Interviewer : OK. Have a good day

Candidate : Good Day sir.

