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**Kamala College, Kolhapur
(Autonomous)**

**B.Voc. (Part-I)(Semester-I)(CBCS)Examination Oct.,2022
ENGLISH**

Food Processing and Management

**AECC-A1 : Business Communication-I
Subject Code: 501**

**Day and Date: Tuesday,03/01/2023
Time: 8.00 a.m. to 10.00 a.m.**

Total Marks: 40

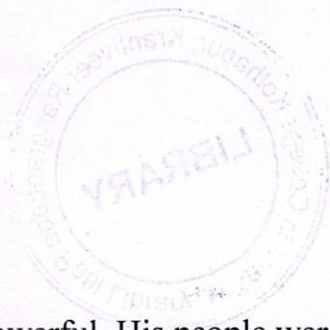
Instructions: 1) All questions are compulsory.

2) Figures to the right indicate marks.

Q.1 Do as directed (any Ten)

[10]

- Most animals and birds can utter cries which indicate emotion. (Make it a simple sentence)
- Besides being eye-sores, these garbage dumps pose ,health and environment hazards. (Make it a complex sentence)
- We shall rain arrows upon you and defeat you. (Make it a simple sentence)
- I one day got down from the jeep and stopped a couple. (Make is a simple sentence)
- All living things die if they are made too cold or too hot. (Make it a simple sentence)
- I wanted to buy a dictionary so I went to a bookshop. (Make it a simple sentence)
- Holding torch high, Dennis kept the boys in sight. (Make it a compound sentence)
- I must be quick or she will be angry. (Make it a complex)



- i) He was rich and powerful. His people were good and loyal. (Make it a compound sentence)
- j) Sahadev looked about him. He could see no one. (Make it a compound sentence)
- k) The great prince was standing behind her. She did not realize it. (Make it a complex sentence)
- l) Dhira dusted the shoe quickly. He used a yellow cloth for this. (Make it a simple sentence)

Q.2 Read the following advertisement and prepare a letter of application in response to it. [10]

Wanted

Marketing/sales executive
Male graduate with good communication skills, Client handling and recording customer data, 0 to 2 years of experience, Attractive salary. Write to The manager, Amplify paper solutions, Gokul shirgaon, MIDC, Kolhapur.

OR

Draft a C.V./Resume for the post of a sales manager.

Q.3 Transfer the following information from the passage given below into a table diagram. [10]

The survey was conducted regarding the distribution of world population in the year 2010. According to this survey China has the highest population with 1341 million people and India remains the second highest countries in the world with 1210.02 million. Other countries with higher population are U.S.A.(308.07),Indonesia (237.06), Brazil(190.07), Pakistan(184.08), Bangladesh (164.04) , Nigeria (158.03) , Russian Federation (140.04) and Japan (128.01) million. After every decade ,there is a change in the World population . According to this survey the decadal change



registered in the growth of population is: China (5.43), India (17.64), U.S.A.(7.26), Indonesia (15.05), Brazil (9.39), Pakistan (24.78), Bangladesh (16.76), Nigeria (26.84), Russian Federation (4.29), and Japan (1.01) percentage.

Q. 4 Rewrite the following interview for the post of a personal manager by filling in the gaps with expression required for questions and answers. [10]

Candidate: ----- sir?

Manager: Yes, come in take that seat.

Candidate: Thank you sir..... sir.

Manager: Good morning .Introduce yourself.

Candidate:
.....
.....
.....

Manager: What ?

Candidate: My native place is Miraj sir.

Manager: Oh! Miraj , -----?

Candidate: It is a mainly known for best hospital facilities and also popular for the export of musical instruments like tambora and guitar.

Manager: I can see that you did your B.A in 2012.What did you do after that ?

Candidate:

Manager: Tell me about your hobbies.

Candidate: -----

Manager: Tell me about your weakness.

Candidate: -----

Manager: What was your main interest in M.B.A. course ?

Candidate:
.....

Manager: Are you familiar with modern computer technology ?

Candidate: -----

Manager: -----

Candidate ; Because I would like to work as a personal manager in your esteemed company sir, and I think there is ample opportunity in your company.

Manager: How do you work with employees to improve their performance?

Candidate:
.....

Manager: All right Mr. Borgave. We shall let you know within a week.

Candidate: