

Seat	
No.	

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Kamala College, Kolhapur
(Autonomous)

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

ENGLISH (Compulsory)

AECC-A1: Business Communication-I

Subject Code: 401

Day and Date: Tuesday,03/01/2023

Total Marks: 40

Time: 8.00 a.m. to 10.00 a.m.

Instructions: 1) All questions are Compulsory.

2) Figures to the right indicate full marks.

1. Do as directed (any Ten)

[10]

- a) All his work being finished in good time, he has a long interval of rest in the evening. (Make it a compound sentence)
- b) Most animals and birds can utter cries which indicate emotion. (Make it a simple sentence)
- c) There are two diametrically opposite views about women which are repeatedly expressed in this country. (Make it a simple sentence)
- d) We shall rain arrows upon you and defeat you. (Make it a simple sentence)
- e) My hands have to be free to protect her from danger. (Make it a complex sentence)
- f) With Kapil Dev's entry, it was a different ball game. (Make it a complex sentence)
- g) I wanted to buy a dictionary so I went to a bookshop. (Make it a simple sentence)



- h) Few plants and animals survive if they are cooled to temperature far below freezing. (Make it a simple sentence)
- i) Pilgrims take a dip before offering puja. (Make it a compound sentence)
- j) As a pupil Anne was not particularly brilliant. (Make it a complex sentence)
- k) Nutrition which depends on food is also of utmost importance in the cure of disease.(Make it a compound sentence)
- l) The food which provides these nutrients is the most essential factor. (Make it a simple sentence)

Q.2 Write an application letter from the advertisement.
[10]

Wanted
Civil engineer
The candidate should be B.E. (1 st Class)
Experience preferred ready to work abroad
Good Salary offered
Write to the manager, Kumar construction company, Andheri (E) Mumbai.

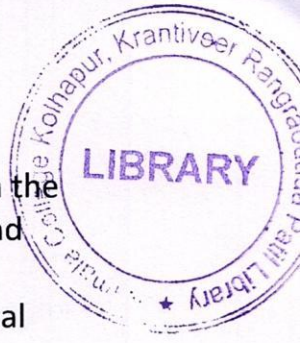
Or

Draft a C.V./Resume for the post of a Lecturer in English.

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

Minerals are found mainly in three forms. They are metallic, non-metallic, and energy. The metallic minerals are further classified into ferrous (containing

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iron), non-ferrous, and precious. The ferrous metallic minerals are found in the forms such as iron ore, manganese, nickel, cobals, etc. Copper, lead, tin, and bauxite are the non-ferrous forms of metallic minerals. The non-metallic minerals are mica, salt, potash, sulphur, granite, marble and sandstone. Coal petroleum and natural gas are the forms of energy minerals.

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

Candidate : May I come in , sir?

Expert :, take that seat.

Candidate :, Good morning sir

Expert : Introduce yourself.

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

Expert : What ?

Candidate : My native place is Panhala sir.

Expert: Oh ! Panhala , beautiful place , tell me more about Panhala?

Candidate: It is a
.....

Expert : I can see that you did your graduation in 2019.What did you do after that ?

Candidate :

Expert : What was your main interest in this field ?

Candidate :
.....

Expert :technology ?

Candidate : Yes sir , I am very good at handling technology ,
I have also completed MSCIT.

Experts : Tell me about your strengths ?

Candidate :
.....

Experts : Why did you left your previous job ?

Candidate :
.....

Experts : Why should we hire you?

Candidate :
.....



.....
Expert :

Candidate : However, given my salary in my previous position as well as my knowledge and experience, I feel that a salary between the range of 30,000 to 40,000 is fair.

Expert :All right, Mrs. Patil. We shall let you know within a week.

Candidate :sir.
