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**Kamala College, Kolhapur**  
**(Autonomous)**  
**B. Voc. Food Processing and Management (Part-I)**  
**(Semester I) (CBCS)**  
**Examination November - 2023**  
**AECC A1-501 Business Communication - I**  
**Subject Code: 1.1.1**

**Day and Date: Wednesday, 01/11/2023**

**Total Marks: 40**

**Time: 08:00 am to 10:00 am**

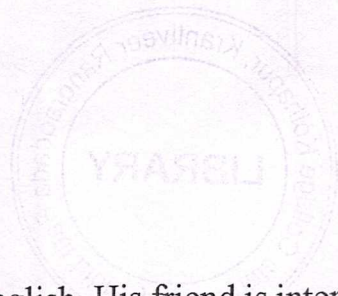
**Instructions: 1) All questions are compulsory.**

**2) Figures to the right indicate full marks.**

1. Do as directed (any Ten )

[10]

- a) Vinod is a poor boy. He is a clever boy. (Make it a compound sentence)
- b) To finish your project in time, you should start now. (Make it a Complex sentence)
- c) Rahul was tired of work. He decided to watch television. (Make it a simple sentence)
- d) Without accepting your mistakes, you will not be able to move forward in life. (Make it a Complex sentence)
- e) I looked for Viru everywhere but I could not find him. (Make it a complex sentence)
- f) It was cloudy. We went by a car. (Make it a complex sentence)
- g) I wanted to eat mangos so I went to a fruit stall. (Make it a simple sentence)
- h) She is very poor. She can't educate her son. (Make it a simple sentence)



- i) Shiv is interested in English. His friend is interested in Hindi. ( Make it a compound sentence)
- j) I was too tired to do any more work. (Make it a compound sentence)
- k) My friend is Shweta. She lives in Kolhapur. (Make it a Compound sentence)
- l) Her sister died yesterday. She was a great doctor. (Make it a simple sentence)

Q.2 Write an application letter from the advertisement.

[10]



<p style="text-align: center;"><b>Wanted</b></p> <hr/> <p style="text-align: center;"><b>Senior Clerk</b></p> <p style="text-align: center;">The candidate should be Graduate. English &amp; Marathi Typing Certificate is mandatory Experience preferred Good Salary offered Write to the manager, Sky Lark company, Andheri (W) Mumbai.</p>
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Or

Draft a C.V./Resume for the post of a head chef.

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 iron), non-ferrous, and precious. The ferrous metallic minerals are found in the forms such as iron ore, manganese, nickel, cobalt 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 sandstone. Coal, petroleum and natural gas are the forms of energy minerals.



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

Candidate : ..... come in , sir?

Expert : ....., take that seat.

Candidate : Thank you, .....sir

Expert : Tell me about yourself.



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

Expert : You said your native place is Ratnagiri, tell us more about Ratnagiri.

Candidate: It is a .....  
.....

Expert : I can see that you have completed your degree in 2012.What did you do after that ?

Candidate : .....

Expert : What interests you about this role?

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

Expert :Are you familiar with modern computer technology?

Candidate : .....  
.....MSCIT.

Experts : What is your great Weakness ?

Candidate : .....



Experts : Why should we hire you?

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

Expert : What are your salary range expectations ?

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

Expert :All right, Miss Yadav. We shall let you know soon.

Candidate : .....sir.

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