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Total No. of Pages : 3

Total No. of Questions : 09

B. Com. (Sem.1) (2011 onward)
COMMUNICATIVE ENGLISH
Subject Code : BTHU-101/BCOP-105
Paper ID : [B1105]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

All the Questions are COMPULSORY.

- 1. Read the following passage and answer the questions given at the end. (10)**

The first and the most important thing in increasing one's chances of getting employed is to get clarity on what job fits one's personality. People who choose careers that suit their personality are most likely to be satisfied and successful. For example, if you are flexible, spontaneous and creative then the advertising industry could be an interesting option for you. If you like numbers and working by yourself then accounting could be the thing for you. You need to evaluate your qualifications and your personality traits in order to make the best choice. Once you have identified the job field that fits your personality, it is important to identify the job requirements and align those with your education and work experience. If you are looking for a job in an industry where you have prior work experience or have done an internship, then you can highlight this fact in your resume.

Once you know what kind of opening you would be targeting, then prepare a good resume, which showcases you rather than your dear friend or your whole class. Nowadays most companies use recruiting management software to screen candidates for job opening. Resume keywords are the words that those hiring managers search for when going through their database of resumes. In order to get noticed, your resume needs to contain keywords that directly target the jobs you are interested in. So start searching keywords specific to your job requirements, your

skills, software and technology competencies and relevant credentials.

Most of the companies rely on recruitment agencies and job portals for acquiring the talent. So post your resume in different placement agencies. Apart from these, it is a good idea to pass around your resume to friends and family, and let everyone know that you are looking for a job. A company employee can refer you when there is a job opening.

- i. How do recruiting agencies shortlist perspective candidates? 2
 - ii. How can people decide which job will suit them most? 2
 - iii. How can friends and family help in job hunting? 2
 - iv. Which of following two will make your resume more attractive? 2
 - a) write in detail your qualifications.
 - b) mention your major personality traits.
 - c) use the vocabulary directly related to the job applied.
 - d) mention your work experience, if any, in the related industry.
 - e) mention any creative work that you have done.
 - v. According to the passage, how do companies these days get the talent they require? Choose only two. 2
 - a) by advertising in press
 - b) by engaging professional recruitment agencies
 - c) by asking friends to find the right person
 - d) by putting up the demand on specific websites
 - e) by directly getting in touch with prospective candidates
2. i. **Use the following words in meaningful sentences :**
- Infrastructure; tactics; disabled; comfort zone; carry out (5)
- ii. **Complete the sentences as directed :** (5)
- a) If the stars were near the earth, wethem during the day too.
(Use the appropriate verb form with verb 'see')
 - b) His college principle could not change his views on life. (*Correct and rewrite the sentence*)

- c) Within a week, the dog came back home. (*Write the question for which this sentence is the answer*)
- d) O'Neill said, "Some work in this area has been done before looking at the weather forecast". (*Rewrite in the indirect speech*)
- e) ____you go to Delhi or Dublin, you find people all the same, (fill the blank with suitable conjunction)
3. **Of late many Indian families have started taking long holidays to other countries. What do you think are the advantages or disadvantage of this trend? If there are any special effects on young people, illustrate them with examples. Your write-up should be between 250-300 words.** (10)
4. Your neighbourhood has been experiencing frequent and unannounced power cuts. Write a letter to the chief engineer electricity explaining him/her the hardships that people face and the damage it causes to various domestic gadgets and equipment. Also suggest measures to minimise the damage. (15)
5. In the month of July 2012, many states of India reported deficient rains. Given below is a chart showing the percentage of rain deficit in five states and its effect on agriculture. Write a report in the form of a note (about 250 words) to your Director summarising the given information and making a proposal about how much financial help each state should get. (15)

State	Rain deficit (2012)	Sowing Area hectare(2012)	Sowing Area hectare(2011)	Prediction
Punjab	84%	13 lac	18 lac	Fall in Rice production: 25%
Karnatka	37%	16 lac	25 lac	Drop in contribution to central pool : 45%
Uttar Pradesh	63%	6.3 lac	15 lac	Fall in production Cereals: 43%
Bihar	47%	12.5 lac	18 lac	Pulses: 53%
Chhatis-garh	20%	8.3 lac	9 lac	Oilseeds: 37%
				Fall in rice production: 15-20%
				Other crops near normal
				Rice plantation delayed
				worst affected: maize
				No major effect