

Timing: 2 Hours

Marks: 50

Instructions:

1. All Questions are compulsory.
2. Figures to the right indicate full marks.
3. Write each question on a fresh page.

**Q1.A. Read the following passage and summarize it in 40-50 words.**

(5 marks)

If you are faced with choosing a career you are certainly not alone. Although 'career confusion' is a common phenomenon it is no longer difficult to make effective career decisions. To select the right career path, it's important to first assess one's skills and interests, keeping in mind what you enjoy, what you are good at, what kind of personality you are and the values you hold. After taking a good look at yourself it becomes easier for you to decide on the direction you wish to take. Finding out what kinds of occupations are there would be the natural next step.

The world offers a plethora of opportunities. Once the decision is made regarding one's choice of career, it is important to develop a career plan. Information about the kind of training, education and skills needed to achieve the career goal can be easily gathered with some assistance. Speaking to career advisors and recruitment specialists and employers are all ways to find out job market information. It would also do well to check out resources on the Internet and in career centers. There are plenty of books that can provide useful information on choosing a career. These often help to get one thinking about the issues one needs to consider.

**Q2.A. Write a short paragraph on any one of the below given topics.**

(5 marks)

- a. The Person Who Always Inspires Me.
- b. Nepotism Is Not Just A Bollywood Problem.
- c. Life After Section 377

**Q3.A. a. Your college council is organizing an Intercollegiate One Minute Monologue Competition, draft a suitable notice to be put up on the college notice board. Give the necessary information of the event. (50-60 words).**

(5 marks)

OR

x. Your college council is organizing National level Robotics Workshop, draft a suitable notice to be put up on the college notice board. Give the necessary information of the event. (50-60 words).

Q4A.

18/9/19

(10 marks)

- a. Assuming that you are the Purchase Officer of Techno Solutions, Panaji – Goa. Place an order for the following items with the KamatElectronics, Aquem-Goa. (Draft a detailed order letter)

Particulars	Quantity
LCD Monitors	10
Air Conditioners	02
Coddles Phones	08
Printers	15
Ceiling Fans	15

OR

- x. State any FIVE points to be considered before drafting any order letters.

Q4.A.

(5 marks)

a.Draft an Email to your boss informing him about your inability to attend the upcoming meeting. Give a suitable reason for your absence.

OR

x.Youare the Manager of a business firm, send an email to all the employees informing them about the upcoming conference which will be organized about the company. (Write the necessary details including the distribution of work a, dress code etc.)

Q5.A.

(10 marks)

a.You are the Manager of Amax Groups of Companies, you had recently purchased 50,000 tons of cotton as raw material for your textile mill in Jaipur. The consignment was 20 days delayed by the seller and the quality was not up to the mark. Draft a letter to the seller asking them to investigate the matter and come up with a solution as soon as possible.

OR

x.Draft an Adjustment letter for the above-mentioned Claim letter.

Q5.B

(10 marks)

a. As a Secretary of your student's council draft an invitation inviting Mr. S.V. Bhat, to be the chief guest for the *National Robotics Seminar* which is to be held in your college. (Give the necessary details)

OR

x. With reference to the above-mentioned invitation letter draft either an acceptance *or* a decline letter.

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Pg.2.