Duration: 1 hour   **Max Marks: 40**

Instructions: 1) Figures to the right indicate Full Marks.
2) All Questions are compulsory

Q1. Define the following in approximately 50 words each: **(4x2=08 marks)**
a. Diction
b. Intonation
c. Cover letter
d. Curriculum Vitae

Q2. Answer any <u>one</u> the following in approximately 100 words: **(08 marks)**

A. What is meant by the terms 'pronunciation' and 'enunciation' Explain the importance of clear pronunciation and enunciation when speaking in public and in professional settings?
OR
B. Explain the purpose of: i) Letter of Complaint   ii) Goodwill Letter

Q3. Answer the following: **(4x2=08 marks)**

A. Explain the STAR interview technique used to answer a Job Interview. (approx.80 words)

B. Based on the outline provided write a brief report (approx..150 words) providing a description of a 'Tree Plantation Drive' that took place on your college campus to celebrate the 'World Environment Day.'
---initiative to spread awareness----5th June every year----Mr. Bryan Adams a well-known environmentalist was present-----highlighted the need to promote environment conservation and sustainable development---saplings planted --- many present on the occasion.

Q4. Answer any <u>one</u> of the following in approximately 200 words: **(08 marks)**

A. Complete the job application given below, partially drafted in response to the following advertisement published in 'The Times of India,' dated 10th November 2023. Do not copy the stem.
'Urgently required: a young and energetic candidate for the position of 'Junior Software Developer' at Code Max IT Solutions Pvt Ltd in Fatorda- Margao. Eligibility criteria: BCA degree with at least 2 years of experience as a Low-Code Developer. Proficiency in programming languages, such as JavaScript, HTML, and CSS, is essential.'

Seema /Samuel Dias
Paradise Apartments
Comba-Margao, Goa

11ᵗʰ November, 2023

To,
Mr Manoj Kamat
Human Resource Manager
Code Max IT Solution
Margao- Salcete, Goa

Sub: Application for the post of Junior Software Developer

Dear Sir,

With reference to the advertisement published in the local daily.........*Complete the letter.*

OR

B. Write an email to your professor requesting an extension for the deadline of an assignment. Explain your circumstances and propose a new submission date.

Q5. Answer any <u>one</u> of the following in approximately 200 words: **(08 marks)**

A. Compose a letter of appreciation (goodwill) addressed to the student leader of the Vasundhara Nature Club of your college Mr Amitav Naik, an organization you've been an active member of. Acknowledge the outstanding leadership and unwavering support demonstrated by the club's leader during your time as a member.

OR

B. Write a persuasive essay defending the topic: 'Should schools make coding and computer programming a compulsory subject?'

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