



Course Test Assessment of III Yr. - English FC 2021

Total points **0/2** [?](#)

A students must mandatorily take the test task and submit by 27 may 2021 positively.

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Presentation + Interview Skills

Write down the general questions asked at the time of interview skills to an applicant? *

Some general / basic questions asked by interviewer are :

- 1.Tell me about yourself .
- 2.What are your key experience and accomplishments ?
- 3.What are your strength and weaknesses?
- 4.How would your friends , near and dear ones describes you ?
- 5.Explain your reason for leaving your previous/current job.
- 6.What do you value in a supervisor?
- 7.How would you describe your management style ?
- 8.What appeals to you about this job and organization ?
- 9.Describe the ideal position in our company .
- 10.What qualities do you think make someone successful in our industry ?
- 11.What would you like me to know that is not mentioned in your resume ?
- 12.Explain your understanding of the issues and trends in your specialty and in overall industry.
- 13.Why are you qualified for this position or why should we hire you?
- 14.Give an example of situation where you demonstrated leadership and how you worked on a team.
- 15.What question do you have about the organization or question for interviewer are general queries that usually focus on the mission ,culture of company and job satisfaction , this is not the time to bring question about salary , benefits , vacations about which you can inquire after you have been offered the job .

Describe the 6 Ps of Presentation Skills (in your own words)(Word Limit: 100 to 150) *

- Preparation
- Practice
- Posture
- Projection
- Pronunciation
- Performance

X Give answer here of the above question *

.../1

there are 6 p's (skills) comes under presentation skills 1. Preparation is the single most important part of making a successful presentation it include the aim of the presentation, the subject matter, the audience, the venue or place, the time of day, and the length of the talk. It means preparing the aspects of presentation . In this we prepare , design or give a look to our presentation , while preparing the presentation we must include these four things under that ; 1.Content (the main subject or idea) 2.Organization(way of organizing/arranging the words so content may look good) 3.Notes(how we prepare the notes) 4.Visual aids (images ,graphs ,video clips, data's that helps us to give an appropriate look to our presentation) 2. Practice - In order to become more confident, and even brush away some of those nerves, it is important to be well prepared/practiced for a presentation. Practicing can instill more confidence in a speaker and help produce an

overall better product. It can also be known as pre-presentation. Four important instructions we must remember while doing practice

- 1. Introduction: generate interest (the way of introducing ourselves)
- 2. Body: watch the timing
- 3. Body: smooth transactions
- 4. Conclusion: slow at the end

3. Posture - Position or attitude of the body. Relative arrangement of body parts for a specific activity. Characteristic manner of bearing one's body. It helps us to feel calm & confident on the inside and look so from the outside. It demonstrates high status meaning the audience feel one have something worth listening to. It helps us to breathe easily and project our voice. It helps us in :

- 1. Displaying confident and interest
- 2. Making repositioning deliberate
- 3. Fitting the setting : formal or informal
- 4. Avoiding defensives
- 5. Projection - Voice projection is a powerful skill to learn. It's necessary to ensure our audience can hear us clearly and understand our message. But projection is more than a matter of raising your voice and speaking louder it is the strength of speaking. Projector should have;
- 1. Better volume : loudness without shouting
- 2. Better enunciation : clear articulation
- 3. Modulation : vary volume and tone
- 4. Pronunciation refers to the ability to use the correct stress, rhythm, and intonation of a word in a spoken language. A word may be spoken in different ways by various individuals or groups, depending on many factors.

While speaking in the gathering we should ;

- 1. Practice problem words & sounds; use avoidance if necessary.
- 2. Be aware of our rhythm
- 3. Stress key words appropriately and 4. Pay attention to important intonation contour (e.g. for beginning, end, key points, transitions etc.)
- 5. Performance skill involves the ability to communicate physically and vocally to a given audience. It involves dealing with the images and stereotypes that an individual have developed from actors portraying lawyers in movies and on television while learning from these actors' clear and concise presentations. It is the final and most important skill

While performing in front of audience we should keep these 6 things in mind,

- 1. Eye contact
- 2. Gesture
- 3. Enthusiasm & desire to communicate
- 4. Facial expressions
- 5. Fluency and
- 6. Pacing and pausing

X Check one or many options required to write a CV? *

.../1

- Conferences and workshops
- Job Objective or goal
- Educational details or Scholastic details
- Skills, reports, research and publications
- References + Declaration
- Achievements & Awards
- Work Experience
- Name & Contact details
- Training and certifications

No correct answers

How is a Corporate or Business email drafted? *

how a co-operate or business email is drafted:- Firstly we should know that what exactly the business email is ; Electronic mail has changed the way we work – allowing us to communicate cheaply and quickly with colleagues, suppliers and other contacts around the world. Many of us now use it as our main means of communication during the working day. But what are the best techniques to use when writing emails? Especially the co-operate mails . Are the rules for writing emails different to those we have already learned? Emails are written communications, and their purpose, generally, is to send information. If we relax the rules of grammar and clear communication, we will fail to get our message across. So it is important to stick to the usual guidelines. However, emails are normally less formal than a printed business letter.

Write an email with the given specified theme

As a Principal of a school you have noticed that staffs using school cars forget to fill them up with petrol on their return. You also want to remind staff of procedures for parking school cars and depositing keys.

Write an email: To all Staff

- Explaining what to do about petrol after using the school cars.
- Saying where to leave the car at?
- Telling them what to do with the keys.

Based on the text above, write an email with (word limit: 35 to 40 words only) *

An email to all staff

Subject line :

Dear staff :

Good morning. As I have been noticing since a week , that some of my staff members have been using school cars and always forget to fill them up with petrol on their return .

Don't worry, I am not taking any restriction . I just want to tell you , please ! fill them up with petrol after using the school cars on your responsibility.

Also, I want all of you to park/leave the cars at the left corner parking .

And, in the last please deposit the keys to me at office on time .

Thanks

Principal

Narration of events & situations: *

Column 1

Narrate a pleasurable trip you took in which you gained new experiences, met interesting folks, or had your eyes opened to new ideas.



Narrate a time you got into a fight. What were your reasons for fighting, and how do you feel about that experience now that you're older and wiser? Did you do the right thing, or do you regret resorting to violence?



Narrate your experience of journeying through a crowded bus sitting on top of it in about 150 words.



You were going to your village or town as soon the examinations were over. Your bus broke down on the way; you had to spend the night at a shady village. Narrate your experience in about 150 words.



Given are the 4 options for narration writing skills. Choose only one narrative and write 200 words about it. *

Here I'm narrating my experience of travelling in an overcrowded bus
In my personal views, Traveling by a bus is not at all an enjoyable experience in overcrowded cities specially for young ladies and girls like me.
Basically , I usually prefer traveling by my scooter , even at the time of an emergency, I always try to avoid to take risk of boarding an overcrowded bus . it is not only a suffering to enter an overcrowded bus but also to buy your ticket, maintain vertical posture , to stand straight until a seat is available and step out of the bus at desired destination without getting an injury to yourself and property is also a feat.

Actually , according to me travelling in a bus is no less than an adventure
Once I was forced to travel by bus as my dearest scooter has met with an accident and had gone for service . one morning I had to go to my college in an overcrowded bus . so, against my wish I was standing at bus stop and waiting for the bus to come/arrive then after soon bus came , I was at the head of the queue and worried to enter as the bus was overcrowded ,of a sudden when a friend came from behind , She almost forced me to board the bus telling me not to worry as somebody would give seat to us ladies.

I felt relaxed after hearing her words . A s soon as we entered the bus we slowly departed due to overflowing crowd .

Inside the bus, it was like a packed fish market , I felt confused what to do , with a snails speed , I moved from the entrance to the exit

By the way , I bought my ticket the bus was not just packed to the full but was not even meant for carrying standing passengers. In the process, many boots stepped on my shoes and I too trod on many boots . and then I had no clue where my shoe disappeared

Twice I found myself in very uncomfortable position. Once because a co-passenger tried to relieve his sufferings by smoking near my mouth . Unable to bear the smoke I scolded him and tried to make him feel guilty for whatever he did ,but I failed then I moved away fast.

Believe me it was not easy for a girl like me who never travelled before by a public bus.

Again , I found myself next to a stinking/strange man who was so annoying and suffocating he was staring me for I did not know why/no reason . Having argued with him , I again moved away

Fortunately my friend's prediction came true. A young well behaved boy offered me his seat near the exit. I set down for a while But suddenly I saw an old women was standing in front of me, then I decided to help her and I gave her my seat .

In a matter of few minutes , My journey as well as my misery came to an end. I resolved never again to travel by overcrowded bus if I could

Attached is a 'Report writing checklist' with Fig.1+2+3. Fig.1 asks how much do you know about it? Fig.2 asks whether the information given in all correct or partially correct and Fig.3 states the business report checklist in Yes and No. Give all answer of all figures accordingly. *

Fig .1

Thinking about business reports, do you know...			
	Yes I do	I'm not sure	No idea!
Why you might need to write a business report?			
Who you might write it for?			
What details you might need to include?			
How you might structure it?			

(●) Option 1

Fig.2

1) Front Matter
• Cover
• Title Page
• Executive Summary
• Table of Contents
• List of Figures
2) Body of the Report
• Introduction
• Findings and Discussion
• Conclusions
• Recommendations
3) Back Matter
• Appendices
• References
• Glossary (if required)

Option 1

Fig.3

8. Business Report Checklist

Business Report Checklist	Yes (✓) or No (✗)
Audience	
Have I clearly identified who my readers are?	
Do I know their prior knowledge about the topic?	
Have I identified what they need to know?	
Will they understand my vocabulary?	
Content	
Have I used a variety of information sources?	
Are my sources relevant, credible, current and referenced appropriately?	
Do I have a clear objective that has been met?	
Can I put some of my data in the Appendices?	
Have I been specific enough – using specific contexts, terms and figures?	
Do my conclusions and recommendations flow logically from my findings and discussions?	
If the report was written as a group do I (and other group members) understand all the content?	
Language & Style	
Have I used strong, clear and short introductions, main points and conclusions?	
Do I have just one main idea per paragraph?	
Do I have a clear topic sentence for every paragraph?	
Have I been objective? – that is have I used the third person and the appropriate level of formality (no contractions, slang, emotional language)?	
Presentation	
Have I been consistent in my use of:	
• headings	
• fonts	
• punctuation	
• bold	
• bullet points	
• italics	
• abbreviations	

Option 1

Basic Language Skills - The GRAMMAR section

Change Active voice to Passive Voice *

1. Cats catch mice in a dark room. (Active voice). 2 They have cut all internet line cables from the head-office. (Active voice). 3 Someone has stolen my watch. (Active voice). 4 The watch is stolen. (Active voice)
- 1.Do cats catch mice? . 2 Does the grocer sell tea? . 3 Has somebody broken the window?
1. The girl was writing a letter to her father. 2 They were making a noise. 3 They had not done their work

Direct and Indirect Speech *

1. Meera will say, "You must pay attention to your studies". 2 She said, "My brother is writing a book". 3 The boy said to me, "the old man has been calling you." 4 The mother tells the boy, "Go and fetch me water". 5 The builder will say, "I will build the building soon". 6 The village woman will say, "I will not live in a "kaccha house". 7 John said to the girl, "I know you and your aunt". 8 The shopkeeper will say, "The mobile was fantastic to buy". 9 The driver shall say to another driver, "it is difficult for me to learn car at this time". 10 One girl said another girl, "last night I met a fool."

Transformation of Sentences *

- Change the affirmative sentence into negative sentence: 1. Affirmative: Peter was timid and so was Tom.
- Transforming Simple Sentences into Compound: 2. Simple Sentence: He must run fast to catch the train.
- Transforming Compound Sentences into Simple: 3. Compound Sentence: The child found the mother absent and began to cry.

Proverbs *

Write the meaning to the proverb and make a single line sentence - 1: The grass is greener on the other side of a fence. 2. It's no use crying over spilled milk. 3. Don't count your chickens before they hatch. 4. Barking dogs seldom bites. 5. An empty vessel makes much noise.

For the above "Basic Language Skills": Please attempt all grammar sections essentially as directed by changing them or making sentences, etc. Note: (Attempt all in through this long paragraph feature in which you mention complete grammar structure at one time but do it systematically in order and don't shuffle the points for any confusion to me.) *

Active voice to passive voice

- 1. Active = Cats catch mice in a dark room
Passive = Mice are caught by the cats in a dark room
- 2. Active = They have cut all the internet line cables from the head office
Passive = All the internet cables have been cut by them from the head office
- 3. Active = Someone has stolen my watch
Passive = My watch has been stolen by someone
- 4. Active= This watch is stolen
Passive = This watch is been stolen
- 5. Active = Do cats catch mice?
Passive =Do mice get caught by the cats?
- 6. Active = Does the grocer sell tea?
Passive = Does tea is sold by the grocer?
- 7. Active = Has somebody broken the window ?
Passive = Has the window been broken by somebody?
- 8. Active = The girl was writing a letter to her father
Passive = the letter is being written by a girl to her father
- 9. Active =They were making a noise
Passive = The noise was being made by them
- 10. Active = They had not done their work
Passive = Their work had not been done by them

Direct and indirect speech

- 1.Meera will say, "You must pay attention to your studies".
Indirect = Meera will have advised me to pay attention to my studies

- 2 She said, "My brother is writing a book".

- Indirect = She said that her mother is writing a book

- 3 The boy said to me, "the old man has been calling you."

- Indirect = The boy informed me that the old man has been calling me

- 4 The mother tells the boy, "Go and fetch me water".

- Indirect = The mother told a boy to fetch her a water

- 5 The builder will say, "I will build the building soon".

- Indirect =The builder will have said that he will build the building soon

- 6 The village woman will say, "I will not live in a "kaccha house".

- Indirect = The village woman will have said that she will not live in a kachcha house
7 John said to the girl, "I know you and your aunt".

- Indirect = John said to the girl that he knew her and her aunt

- 8 The shopkeeper will say, "The mobile was fantastic to buy".

- Indirect = The shopkeeper will have said that the mobile was fantastic to buy

- 9 The driver shall say to another driver, "it is difficult for me to learn car at this time".

- Indirect = The driver shall have said to another driver that it will be difficult for him to learn car at that time

- 10 One girl said another girl, "last night I met a fool."

- Indirect = One girl said to another girl that she had met a fool in the previous night

Transformation of sentences

- 1. Affirmative into negative
Peter was timid and so tom

I = Neither peter nor tom was brave
II = Peter and tom wasn't brave
2. Simple into compound
He must run fast to catch the train
I = For catching the train , he must run fast
II=He must run fast or he will not catch the train
3. Compound into simple
The child found the mother absent and began to cry
I= Finding the mother absent , the child began to cry
II= The child started/began crying to not found the mother
Proverbs
1. Grass is greener on the other side
Meaning = The grass is always greener on the other side of the fence. People are never satisfied with their own situation they always think others have it better other people always seem to be in a better situation than you, although they may not be.
Sentence = one of my friend who was a teacher in a cbse school , always thought that the grass is greener on the other side and left his profession to become an MBA graduate .then, Guess what? He is still struggling to find a job
2. Its No use crying over a split
Meaning = there is no point in regretting something which has already happened and cannot be changed or reversed. There is no use in being upset over situations in that we can't do anything or that is not in our hand
Sentence = my friend shalal's decision to resign this job was disappointing but now its no use crying over split . company has to hire the another person for this post .
3. Don't count your chicken before they hatched
Meaning = you should not make plans that depend on something good happening before you know that it has actually happened
Sentence = Before committing to make the payment, wait till you receive the money from the bank. I told her not to count her chickens before they hatched.
4. Barking dogs seldom bite
Meaning = To threaten someone, but not take action or follow through with threats Don't be afraid of people that threaten you (say they will do something bad to you) they cant do anything
Sentence = She keeps saying that she'll complain to the teacher if i will again bother her , but i am not worried as . Barking dogs seldom bite.
5. Empty vessel make more noise
Meaning =It refers to those with the least knowledge, abilities and least talent are the ones who often speak the loudest. people who talk a lot about their knowledge, talent or experience are often not as knowledgeable , talented or experienced as they claim to be
Sentence = megha was getting increasingly annoyed with the new intern . she always jumped in when the seniors were discussing the project and was alike to an empty vessel making noise

Attention: Don't be confused with few things extra displayed perhaps in this assessment test. Just avoid it and deal with original sections only. Thank you *

Option 1

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