

Q.17 What do you mean by team work? Why it is important? (CO-4)

Q.18 Write five characteristics of an effective team. (CO-4)

SECTION-C

Note: Long answer type questions. Attempt any one questions out of two questions. (1x10=10)

Q.19 What is time management? Write a detailed note on the management. (CO-2)

Q.20 What should be the dress code for an interview? Write a short note on the importance of dress code in an interview. (CO-3)

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SECTION-A

Note: Very short answer type questions. All questions are compulsory (10x1=10)

Q.1 One word substitution for: (CO-1)

A person who always looks on the positive and hopeful side. (Notorious / Optimist)

Q.2 A good team leader might be _____. (rigid / responsible) (CO-4)

Q.3 Choose correct spelt word among the following: (CO-1)

a) absance b) absence

c) absense d) absanse

Q.4 Choose correct spelt word among the following: (CO-1)

a) aquire b) acquire

c) accquire d) acquere

- Q.5 While appearing for an interview use _____ perfumes. (strong / decent) (CO-3)
- Q.6 One word substitution for: (CO-1)
A speech delivered without any previous preparation. (Extempore / Dialect)
- Q.7 Multitasking is a great way to finish things quickly. (True / False) (CO-2)
- Q.8 Good presentation skills are reasons for getting a job. (True / False) (CO-3)
- Q.9 _____ is a group of people working towards a common objective. (Team / Crowd) (CO-4)
- Q.10 A team leader must develop a _____ to reach goal. (blunder / strategy) (CO-4)

SECTION-B

Note: Short answer type questions. Attempt any six questions out of eight questions. (6x5=30)

- Q.11 How can effective scheduling be beneficial for students? (CO-3)
- Q.12 Write five steps for successful time management. (CO-2)

- Q.13 What are the tips to make a good impressions in an interview? (CO-3)
- Q.14 Give five reasons for rejection in a job interview. (CO-3)
- Q.15 Put the word in blanks in the appropriate form
(Use a prefix or a suffix) (CO-1)
- He was acting in a very _____ way. (child)
 - He was sitting _____ in his seat on the train. (comfortable)
 - There was only a _____ of people at the match. (hand)
 - He wants to be a _____ when he grows up. (mathematics)
 - He passed his exam. He was _____ for the second time. (success)
- Q.16 Punctuate the following sentences: (CO-1)
- come in boy she said
 - how are you
 - how was rahul working in delhi
 - ah he is dead
 - arjun tendulkar the son of sachin tendulkar is a good bowler