

PARUL UNIVERSITY
FACULTY OF SOCIAL WORK
BSW, Summer 2017-18 Examination

Semester: 6

Subject Code: 10193351

Subject Name: English (Employability Skills – II)

Date: 26/05/2018

Time: 10:30 am – 1:00 pm

Total Marks: 60

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Do as directed.

A) Rearrange the words in order to make a meaningful sentence: (Any 6 out of 8) **(03)**

1. Was wondering/ I / if /like /you / join/ would/ to/ dinner/ us.
2. Meeting/ about/ coffee/ how/ a/ week/ next?
3. Extra/ an/ for/ have/ I / opera/ the/ tonight/ ticket
4. Like/ to/ would/ come/ you?
5. Are/ partner/ a/ having/ and/ week/ party/ my/ I / next
6. Hoping/ come/ we/ you/ were/ you.
7. Tonight/ have/ dinner/ shall/ so/ we?
8. Like/ join/ would/ you/ to?

B) Choose the correct answer: **(03)**

1. In _____ each party tries to achieve their aim without making concessions.

a) soft bargaining	b) hard bargaining
c) principled bargaining	d) None of these
2. In _____ the parties try to reach an agreement b giving concessions very freely.

a) soft bargaining	b) hard bargaining
c) principled bargaining	d) None of these
3. In _____ parties focus on discovering the interests behind the position.

a) soft bargaining	b) hard bargaining
c) principled bargaining	d) None of these

C) Answer the following questions in brief (Any 3 out of 4) **(12)**

1. What are the things to keep in mind after an interview?
2. Define presentation skills? Explain things to keep in mind during presentation?
3. What are the advantages of making business more personal?
4. Mention the steps of effective job hunting.

Q.2 Do as directed.

A) Complete the sentences from a conversation between two people, using the words given in the bracket: (Any 6 out of 8) **(03)**

(as discussed, attached, as you will see, we assume, please note, please don't hesitate to, please feel free to, look forward)

1. _____ that you will discuss this with your shareholders and get back to us.
2. If you require any additional material on the project, _____ inform us.
3. _____ in our last meeting, we are sending you a formal confirmation of our position on the matter.
4. Should you require any further details on aspects of the offer, _____ contact us at your convenience.
5. _____, we have made the changes we agreed on.
6. We _____ to working with you on this project in future.

7. _____ that we can maintain our offer only until the end of next month.

8. _____ you will find a counterproposal for the project.

B) Select the appropriate option from the ones given below:

(03)

1. It is important to learn from one's experience so that...

a)...you don't repeat the same mistakes.

b) ...your experience can be shared with others.

2. **As a contributor, how should I feel motivated?**

a) Motivation from others is necessary to find meaning in one's work.

b) Self-motivation is needed to discover meaning in one's work.

3. **I am open to criticism because**

a) Criticism allows me to see my work from a different perspective.

b) Criticism does not affect me because I am confident of my work.

C) Answer the following questions in brief (Any 3 out of 4)

(12)

1. State phrases for accepting and turning down invitations.

2. How can you keep a conversation going?

3. Discuss the steps to successful networking.

4. What is the advantage of engaging deeply in any work/ action that one undertakes? Explain with the help of an example.

Q.3 Do as directed.

A) As a fresher just out of college, write your resume applying for a job for the first time.

(06)

B) Answer the following questions in brief (Any 3 out of 4)

(09)

1. What are the things that one should keep in mind before and during interviews?

2. Define presentation. What are the ways in which one can improve their presentation skills?

3. As a contributor, what is the importance of practicing imaginative sympathy?

4. What are the things to keep in mind during job-seeking?

Q.4 Answer the following questions in brief (Any 3 out of 4)

(09)

1. Give examples of: Closed questions, Open questions, Direct questions and Indirect questions.

2. When is a negotiation successful?

3. What are the difficulties that a leader faces in a multicultural environment?

4. State Importance of body language (eye contact and personal space) during negotiation.