



# AJEENKYA

## D Y PATIL UNIVERSITY

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### End Term Examinations (December 2018)

**School:** School of Information Technology

**Program:** BCA (MACT/CTIS)

**Course:** Employability Skills

**Course Code:** GEX150

**Semester:** III

**Max Marks:** 30

**Duration (mins):** 60

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**Note-** 1. Figures to the right indicate full marks.

2. Attempt all the questions.

3. Write in bullet points / table format where needed.

4. Write the correct question number while writing the answers in the answer sheet.

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**Q1) Answer any 5 of the following in the form of a table:**

**25 Marks**

- Give minimum 4 Dos & Don'ts of Dining Etiquette
- Give minimum 4 Dos & Don'ts of Phone Etiquette
- Give minimum 4 Dos & Don'ts of E-mail Etiquette
- Give minimum 4 Dos & Don'ts of Meeting Etiquette
- Give minimum 4 Dos & Don'ts of Web Interviews Etiquette
- Give minimum 4 Dos & Don'ts of Social Media Etiquette
- Write a short note on meaning and significance of Etiquette

**Q2. Answer any one of the following:**

**5 Marks**

- Draw a Resume Format
- Structure of Job application letter