



AJEENKYA

D Y PATIL UNIVERSITY

End Term Examinations (April/May 2019)

School: SOM-ICRI

Program: BBA in Aviation Management

Course: Advanced Spoken English

Course Code: GEX169

Semester: II **Max Marks:** 50

Duration (mins): 150 mins

Note: 1. Figures to the right indicates full marks.

2. Any one question which indicates 'OR'.

Q 1. Write steps or rules for the following (2.5*4=10)

- a) Article writing
- b) Paragraph writing
- c) Public Speaking
- d) Letter writing

Q 2. What is the importance of Time and Stress Management? (5)

Q 3. How to build a perfect Resume? (5)

Q 4. (a) Why Netiquettes is important in life?

(Or) (5)

(b) What are the qualities of a successful leader?

Q.5 (a) How will Personal Hygiene and Grooming help a person build his personality? (5)

(Or)

(b) How will Self-Assessment and Self Evaluation make a better person?

Q 6. Differentiate between C.V, Resume and Bio-data. Give one examples each. (10)

Q.7 Write a SHORT NOTE on the following: (2.5*4=10)

(a) Interview Skills (b) Professional Ethics (c) Verbal and Non-Verbal Communication (d) Importance of Spoken English.