Goa Vidyaprasarak Mandal's
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND ECONOMICS
FARMAGUDI, PONDA – GOA
B.COM. UGC-CCFUP (SEMESTER-I) REGULAR EXAMINATION NOVEMBER 2023
ENGLISH - I

Time: 1 Hour **Marks: 40**

Instructions:
1) All questions are compulsory, however internal choice is available
2) Figures to the right indicate full marks.

Q1. Answer the following: **(4X2=8 marks)**
a) Define the term Verbal communication.
b) Define the term Group discussion.
c) What is the meaning of an Invitation letter?
d) Explain the term intonation.

Q2. A) Explain the types of body language. **(8 marks)**

OR

Q2. B) Explain the skills required to conduct the interview. **(8 marks)**

Q3. A) Explain the format of an email **(4 marks)**

Q3. B) Explain the format of a magazine report **(4 marks)**

Q4. A) Draft a vote of thanks speech on any general event. **(8 marks)**

OR

Q4. B) You are Rishi/Ritisha residing at 116, Sainagar, Mumbai. You purchased an air conditioner last week from Sham electronics, Mumbai. Write a complaint letter to the dealer to raise the issue regarding the same with necessary details. **(8 marks)**

Q5. A) Draft a cover letter for the post of an accountant. **(8 marks)**

OR

Q5. B) Annual Day function was organised in your college. Write a report in 200-250 words describing all the activities that took place. You are the General Secretary. **(8 marks)**

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