

2. Figures to the right indicate full marks

Q.1 A) Fill in the blanks

(05)

1. _____ is the person who takes the Interview
2. The second step in the WASP technique is _____
3. A _____ is an intimation of the date, time, place of meeting
4. A research paper analyses at a _____
5. _____ are published by association of traders

Q.1 B) State whether the following sentences are True or False.

(05)

1. Selection interview takes place when an employee is leaving the organization
2. Interviews are conducted by one person only
3. The Agenda is a listed programme to be discussed at a meeting
4. Conferences are having advantages in Business
5. PR stands for Police Representative

Q.1 C) Define the following in one sentence

(05)

1. Selection Interview.
2. Resolution
3. Interviewee
4. Conference
5. Crisis Management

Q.2 Write short notes on Any Three

(15)

- a) Interviewer's Role and Preparation
- b) Grievance Interview
- c) Selection Interview
- d) Role of Chairperson in meeting
- e) Types of meeting

Q. 3 Answer Any Two of the following

(15)

- a) What is a Conference? Discuss the various steps to be followed to organize a Conference
- b) What are the different types of Conferences?
- c) Discuss the measures of Internal and External Public Relations

①

28

A

Q.4 Draft Any Three Letters out of the following**(15)**

- a) Write a letter of inquiry to the Wholesale Bhageshree Mart asking for a price list and other details
- b) Kartikya store, Mumbai has delivered you sub-standard material. Write a complaint letter.
- c) Write a sales letter to promote a sale of Aakash pen
- d) You had booked a residential flat from Prajakta Builders, Thane. When you did not receive its possession, you made enquiries and found that the builder did it deliberately. Draft your petition to the Consumer Redressal Cell seeking a flat possession and compensation for delay.
- e) Your grandfather who has retired two years ago has not yet began receiving his pension in spite of being entitled to it. Draft a RTI petition questioning the delay.

Q.5 A) Draft a report to your directors, informing them the damaged done by fire broke out in

Your factory

(07)**OR**

A) A Committee has been appointed to look into the problem of water scarcity in your college. Draft the committees report.

(07)

Q.5 B) Write a notice, agenda and two resolutions for a Annual General meeting of "Spectra Co-operative Ltd. Bhandup.

(04)

Q.5 C) Write a summary of the following passage and give a suitable title to it

(04)

In the years leading up to the American Revolution, both the British and the colonists used broadsides to influence public opinion. This broadside, "The Bostonian's Paying the Excise-man, or Tarring & Feathering," printed in London in 1774, is a British depiction of the Bostonians' treatment of a British customs officer, John Malcom. In Boston in January 1774, John Malcom argued with Bostonian George Hewes over Malcom's rough treatment of a boy in the street. Malcom struck Hewes with his cane and fled the scene. Word of the assault spread, and Bostonians congregated at Malcom's home, eventually dragging him outside. He was thrown into a cart and driven through the city streets. The crowd had Malcom stripped and covered first with tar and then feathers, giving him a "modern jacket." The riotous parade continued through the city, stopping periodically to demand Malcom renounce British authority, which he refused to do. The mob drove on past the Liberty Tree, where they threatened to hang Malcom. They put a rope around his neck, tied him to the gallows, and beat him with clubs. Malcom, severely injured, was eventually driven back to his home and unceremoniously rolled off the cart. In this depiction of the events, the artist portrays the Bostonians with menacing faces, violently pouring tea down Malcom's throat. Items representing events from the daylong assault are compressed into one scene, including the tar and feathers, a club, and a noose

hanging from the Liberty Tree. The Boston Tea Party, which occurred a month before the attack on Malcom, appears in the background, linking the two events for the British audience

सूचना : १. सर्व प्रश्न आवश्यक

२. उजवीकडील अंक गुण दर्शवितात

प्रश्न क्र. १ अ) रिकाम्या जागा भरा

(०५)

१. _____ हा व्यक्ती मुलाखत घेतो
२. WASP मधील दुसरी पायरी म्हणजे _____
३. _____ ही बैठकीच्या बाबतीत दिनांक , वेळ आणि ठिकाण कळविते
४. संशोधन निबंधांचे विश्लेषण हे _____ मध्ये केले जाते
५. _____ व्यापारी संघटना कडून प्रकाशित केले जाते

ब) खालील विधाने चूक कि बरोबर ते सांगा

(०५)

१. नोकरदार कंपनी सोडत असतांना त्याची निवड मुलाखत घेतली जाते
२. एकच व्यक्ती मुलाखत प्रक्रिया करू शकते
३. कार्यक्रमपत्रिका म्हणजे सभेत चर्चा होणाऱ्या मुद्द्यांची यादी होय
४. व्यवसायामध्ये परिषदेचे फायदे आहेत
५. PR म्हणजे Police Representative होय

क) एका वाक्यात व्याख्या लिहा

(०५)

१. निवड मुलाखत
२. बैठकीचा ठराव
३. मुलाखत देणारा
४. परिषद
५. पेचप्रसंग व्यवस्थापन

प्रश्न क्र. २ . टीपा लिहा (कोणत्याही तीन)

(१५)

- अ. मुलाखत घेणाऱ्याची भूमिका आणि तयारी
- ब. तक्रार निवारण मुलाखत
- क. निवड मुलाखत
- ड. सभेतील अध्यक्ष्याची भूमिका
- इ. बैठकीचे प्रकार

प्रश्न क्र. ३. खालील प्रश्नांची उत्तरे लिहा (कोणत्याही दोन)

(१५)

- अ. परिषद म्हणजे काय ? परिषद घेण्यासाठीची तयारी स्पष्ट करा

क. अंतर्गत आणि बहिर्गत जनसंपर्काच्या प्रमाणाची चर्चा करा

प्रश्न क्र. ४. खालील पत्रे लिहा (कोणत्याही तीन)

(१५)

अ. घाऊक विक्रेते भागेश्री बाजारपेठेला किंमती व इतर माहितीसाठी चौकशी पत्र लिहा

ब. तुम्हाला दिलेल्या कमी दर्याच्या माला संदर्भात कार्तिक्या स्टोअर्स ला तक्रार पत्र लिहा

क. आज्ञा देन ची जाहिरात करणारे विक्री पत्र लिहा

ड. तुम्ही 'प्राजक्ता बिल्डर्स' कडून घेतलेल्या नवीन घराचा ताबादेण्यास बिल्डर जाणून भूजुन टाळत आहे.

याबाबत जिल्हा ग्राहक तक्रार निवारण केंद्राला तुमच्या घराच्या ताब्याबाबत आणि नुकसानभरपाई

बाबत पत्र लिहा.

इ. तुमचे आजोबा निवृत्त होऊन दोन वर्षे झाली तरीही त्यांना पात्र असून निवृत्त वेतन मिळत नाही.

त्यासंदर्भात होणाऱ्या उशिराला प्रश्न विचारणारे माहितीच्या अधिकाराचे पत्र लिहा

प्रश्न क्र. ५ अ. तुमच्या कंपनीत लागलेल्या आगीत झालेल्या नुकसानाचा अहवाल तुमच्या कंपनीच्या

संचालकांना द्या .

(०७)

किवा

अ. तुमच्या महाविद्यालयाच्या पाणी टंचाई संदर्भातील समिती अहवाल लिहा

(०७)

ब. स्पेक्ट्रा बिल्डरच्या च्या वार्षिक सर्वसाधारण बैठकीसाठी सूचना , कार्यक्रमपत्रिका आणि

दोन ठराव लिहा.

(०४)

क. पुढील उतान्याचे सारांश लेखन करून शिर्षक द्या

(०४)

In the years leading up to the American Revolution, both the British and the colonists used broadsides to influence public opinion. This broadside, "The Bostonian's Paying the Excise-man, or Tarring & Feathering," printed in London in 1774, is a British depiction of the Bostonians' treatment of a British customs officer, John Malcom. In Boston in January 1774, John Malcom argued with Bostonian George Hewes over Malcom's rough treatment of a boy in the street. Malcom struck Hewes with his cane and fled the scene. Word of the assault spread, and Bostonians congregated at Malcom's home, eventually dragging him outside. He was thrown into a cart and driven through the city streets. The crowd had Malcom stripped and covered first with tar and then feathers, giving him a "modern jacket." The riotous parade continued through the city, stopping periodically to demand Malcom renounce British authority, which he refused to do. The mob drove on past the Liberty Tree, where they threatened to hang Malcom. They put a rope around his neck, tied him to the gallows, and beat him with clubs. Malcom, severely injured, was eventually driven back to his home and unceremoniously rolled off the cart. In this depiction of the events, the artist portrays the Bostonians with menacing faces, violently pouring tea down Malcom's throat. Items representing events from the daylong assault are compressed into one scene, including the tar and feathers, a club, and a noose

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