



**Progressive Education Society's  
Modern College of Arts, Science & Commerce Ganeshkhind, Pune – 16  
End Semester Examination: September/October 2024  
Faculty: Humanities and Fine Arts**

|   |                      |                                   |
|---|----------------------|-----------------------------------|
| Program: <b>BA01</b>                                      | Semester: <b>III</b> | SET: <b>A</b>                     |
| Program (Specific): <b>BA</b>                             |                      | Course Type: <b>English Minor</b> |
| Class: <b>SYBA</b>  |                      | Max Marks: <b>60</b>              |
| Name of the Course: <b>Enhancing Employability Skills</b> |                      | Time: <b>3 Hours</b>              |
| Course Code: <b>ENG23204</b>                              |                      | Paper:                            |

**Instructions to the candidates:**

- 1) *There are 4 sections in the question paper. Write each section on separate page.*
- 2) *All Sections are compulsory.*
- 3) *Figures to the right indicate full marks.*
- 4) *Draw a well labelled diagram wherever necessary.*

**Section A**

**Q1) Write short notes on any 2 of the following. 10**

1. Discuss the strategies for enhancing creative writing skills.
2. What do you understand by source language text and target language text?
3. How is journalistic style of writing different from other writing styles?
4. Explain the ESP (English for Specific Purposes).

**Section B**

**Q2) Answer the following questions in 100 words each (any 2) 10**

1. Discuss some significant features of formal and informal English.
2. Elucidate the main elements of narration.
3. Explain the importance of problem solving skills.
4. Discuss how English language play a key role in sales and customer services.

**Section C**

**Q3) Answer the following questions in 150 words each (any 2) 20**

1. Explain some important points to be kept in mind before while using PPT slides.
2. Examine the role of soft skills in workplace.
3. How does English language play an important role in digital sales and customer services?

**Section D**

**Q4) Write short notes on following topics: (Any 4) 20**

1. Challenges of good translators.
2. Structure of a news article.
3. English and law
4. Purpose of notice, agenda and minutes
5. 7Cs of communication
6. Conflict Resolution Skills