



Progressive Education Society's  
Modern College of Arts, Science & Commerce, Ganeshkhind, Pune – 16, NEP 2020 (Autonomous)  
End Semester Examination: March/April 2025

Total No. of Questions: 03

Total No. of Pages: 01

**First Year- BSc Blended/ Bvoc/Data Sci/BSc Gen/BSc CS/BSc Biotech**  
**24ENG12506: AEC-ENGLISH (Mastering English for Professional Purposes)**  
**(Semester II)**

**Program: BSc Biotech/BSc Blended/BVoc/Data Sci/BSc Gen/BSc CS**

**Credits: 2**

**Program Specific: BSc Biotech/BSc Blended/BVoc/Data Sci/BSc Gen/BSc CS (English)**

**Time: 2 Hours**

**Course Type: AEC (Ability Enhancement Course)**

**Max. Marks: 30**

**Paper: I**

**SET: A**

**Instructions to the candidate:**

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.
- 3) Draw a well labelled diagram wherever necessary.

**Q1) Answer ANY FIVE of the following questions in about 30-50 words each. [5 X 2= 10]**

- a. You are at a restaurant and want to request a cup of tea. How would you ask?
- b. Your Boss complimented you and gave you positive feedback on your presentation. How would you acknowledge and respond to their suggestions?
- c. Your friend wants to borrow your book, but you need it for an assignment. How would you decline their request politely?
- d. You are in a job interview and the interviewer asks, "Tell me about yourself." Write an appropriate response.
- e. You need to request your professor for extra time to complete an assignment. How would you phrase your request? Write a dialogue between you and your professor on the same.
- f. Why is it important to develop interview skills?
- g. What is the difference between a request and a demand?

**Q2) Answer ANY THREE of the following questions in about 80-100 words each. [3 X 4= 12]**

- a. You have to go to Fergusson College, Pune from Modern College, Ganeshkhind, Pune but you are lost and can't find your way. You asked a passerby for directions. Write a dialogue where the passerby is guiding you to Fergusson College.
- b. List out any two do's and don'ts each of giving directions to others.
- c. How does effective communication impact career growth and professional success?
- d. What are the key elements of effective telephonic communication in a professional setting?
- e. List out eight guidelines of effective performance in an interview.

**Q3) Answer ANY TWO of the following questions in about 80-100 words each. [2 X 4= 08]**

- a. Your friend invited you to visit his grandparents whom you have never met. Your friend introduced you to his grandparents and them to you. Write a script of this interaction in dialogue form.
- b. You have been shortlisted and are negotiating your salary with your employer. Write a dialogue where you politely quote a certain amount and justify why you should be paid that much.
- c. Explain the importance of offering constructive suggestions in teamwork.
- d. What is a virtual meeting? What are some best practices for effective participation in a virtual meeting?