

SH1

Important questions

Q1 what is the difference between Curriculum vitae, Resume and Bio data?

Q2. Explain Bio Data with example.

Q3. Draft a Curriculum Vitae along with job application.

Q4. What are the top five questions asked in the Interview?

Q5. What are the different types of letter?

Q6. Frame the format of formal letter.

Q7. Write a note on the following:

- a. Code- Mixing
- b. Code- switching
- c. Bilingual
- d. Multilingual
- e. Indianism

Q8. Write a note on Dialect.

Q9. List three things we should do while talking on phone.

Q10. How is face to face communication different from talking on the phone?

Q11. Write a note on the dos and don'ts while talking on the phone.