

**Bachelor of Commerce Examination: May – 2023**  
**(Distance Education)**

Day & Date	Semester	Subject Name	Time	Code	Marks
Tuesday 16-05-2023	IV (Fresh/ Repeater)	English CC (H.L.)	11:00 AM To 01:30 PM	410401	75

**Instruction: 1) Question No 1 is compulsory.**  
**2) Answer any three of the remaining questions.**

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**Q.1 Draft a letter of Job application with a C.V for any One of the following. 15**

'Fresh Commerce Graduates required for the post of Accountant in a leading Garment Export House, Mumbai. Interested candidates must apply with their full details to Personnel Manager, Mehek Fashion House, Link Road, Andheri West, Mumbai 400059.

**OR**

Draft an Application letter for the post of a Sales Executive. Applications should reach within 10 days to Neelkanth Business House, S,V Road, Borivili West, Mumbai ,400092.

**Q.2 Read the following passage and answer the questions given below. 10**

Besides misinformation and social stigma, what stops many women from seeking mental health assistance is the belief that females are innate survivors and can overcome all obstacles through sheer willpower.

Fortunately, this belief is changing, with many willing to seek help to treat it.

Adolescence brings major physical, social, and emotional changes. Dr. Madhura Samudra,

a consultant Psychiatrist notes." Females particularly are at greater risk of stressful puberty and mental health difficulties due to more hormonal shifts alongside body image and self-confidence issues."

Dr Vikas Kaushal, the head of health at a non-profit organization for marginalized children agrees," Increasing body dissatisfaction among adolescent girls due to sexual objectification in media reinforces the belief that their value is based on their appearance driving many towards harmful behaviours,"

Hence it is important for young girls to initiate candid conversations with their guardians. 'Have an open dialogue about your feelings and concerns with a trusted adult female -try to understand that these changes are normal. Create a safe space for yourself and respect the transformations your body is going through ', advises Dr Samudra. Parents, in turn, must encourage their daughters to opt for counselling to build lasting self-esteem and promote healthy identity development.

Working women are often pressurised to adhere to the stereotype of the 'boss lady': a calm, composed multi-tasker who is always in control. Not only

is this idea far from reality but it also compels women to balance it all without protest, which takes a toll on their mental well-being. "This notion stems from a somewhat patriarchal perspective that it is the woman's role to oversee the household and nurture the family while also being a hard-working employee. If you are struggling to keep up with this idealized expectation, know that you are not alone ", points out Dr Samudra.

Dr Anand adds," Remember you don't have to be perfect. It's okay to not get everything done on time. Pay due attention to your needs and make time for your hobbies, self-care and leisure." Don't overburden yourself with responsibilities; instead communicate with your family about equitably dividing duties. 'After all, exercising boundaries is an essential mental health practice," adds Dr Samudra.

**a) Answer the questions given below.**

- |   |    |
|---|----|
| 1) Which are the three major changes during adolescence?  | 01 |
| 2) What stops women from seeking mental health assistance?  | 01 |
| 3) Who is a 'boss lady'?  | 01 |
| 4) "If you are struggling to keep up with this idealized expectation, know that you are not alone. 'What are the idealized expectations from a working woman? | 02 |
| 5) List at least two suggestions given by Dr Anand to manage mental health.   | 02 |
| 6) <b>Match the columns.</b>  | 03 |

**A**

- a) stereotype
- b) patriarchal
- c) candid

**B**

- 1) male -dominated
- 2) frank
- 3) fixed image or idea.

- |                                 |    |
|---------------------------------|----|
| b) Summarize the above passage. | 10 |
|---------------------------------|----|

**Q.3 Attempt any two of the following. 20**

- a) You have been selected for the post of Marketing Manager with Maxwell Limited. Draft a letter of Acceptance.
- b) You have worked with Global Graphics Ltd for three years and now wish to resign from the organization as you desire to pursue higher education in London. Draft a letter of resignation.
- c) You need to attend your friends' wedding in Jaipur. Apply for 5 days leave.

**Q.4 a) What is an Interview? Discuss any two types of Interview. 10**

**OR**

'Physical, mental, and psychological preparation is needed for a candidate to do well In an interview. Discuss

- |  |    |
|--|----|
| b) Discuss the advantages and disadvantages of Meetings. | 10 |
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**OR**

What are the responsibilities of the participants in a meeting?

**Q.5 Write short notes on any Two of the following**

**20**

- a)** E-mail -A powerful medium of communication
- b)** Benefits of Video-conferencing
- c)** Fax