



**NEERAJ®**

# **B.E.G.E.-104**

**ENGLISH  
FOR BUSINESS  
COMMUNICATION (EBC)**

*By: Kanchan Jha*

*Question Bank cum Chapterwise Reference Book  
Including Many Solved Question Papers*



**NEERAJ  
PUBLICATIONS**

*(Publishers of Educational Books)*  
( An ISO 9001 : 2008 Certified Company )

Sales Office:  
1507, 1st Floor, Nai Sarak, Delhi - 6  
Ph.: 011-23260329, 45704411,  
23244362, 23285501  
E-mail: [info@neerajignoubooks.com](mailto:info@neerajignoubooks.com)  
Website: [www.neerajignoubooks.com](http://www.neerajignoubooks.com)

**MRP ₹ 280/-**

**Published by:**

**NEERAJ PUBLICATIONS**

Sales Office : 1507, 1st Floor, Nai Sarak, Delhi-110 006

E-mail: [info@neerajignoubooks.com](mailto:info@neerajignoubooks.com)

Website: [www.neerajignoubooks.com](http://www.neerajignoubooks.com)

**Reprint Edition with Updation of Sample Question Paper Only**

Typesetting by: Competent Computers

Printed at: Novelty Printer

**Notes:**

1. For the best & upto-date study & results, please prefer the recommended textbooks/study material only.
2. This book is just a Guide Book/Reference Book published by NEERAJ PUBLICATIONS based on the suggested syllabus by a particular Board / University.
3. The information and data etc. given in this Book are from the best of the data arranged by the Author, but for the complete and upto-date information and data etc. see the Govt. of India Publications/textbooks recommended by the Board/University.
4. Publisher is not responsible for any omission or error though every care has been taken while preparing, printing, composing and proof reading of the Book. As all the Composing, Printing, Publishing and Proof Reading etc. are done by Human only and chances of Human Error could not be denied. If any reader is not satisfied, then he is requested not to buy this book.
5. In case of any dispute whatsoever the maximum anybody can claim against NEERAJ PUBLICATIONS is just for the price of the Book.
6. If anyone finds any mistake or error in this Book, he is requested to inform the Publisher, so that the same could be rectified and he would be provided the rectified Book free of cost.
7. The number of questions in NEERAJ study materials are indicative of general scope and design of the question paper.
8. Question Paper and their answers given in this Book provide you just the approximate pattern of the actual paper and is prepared based on the memory only. However, the actual Question Paper might somewhat vary in its contents, distribution of marks and their level of difficulty.
9. Any type of ONLINE Sale/Resale of "NEERAJ BOOKS/NEERAJ IGNOU BOOKS" published by "NEERAJ PUBLICATIONS" on Websites, Web Portals, Online Shopping Sites, like Amazon, Flipkart, Ebay, Snapdeal, etc. is strictly not permitted without prior written permission from NEERAJ PUBLICATIONS. Any such online sale activity by an Individual, Company, Dealer, Bookseller, Book Trader or Distributor will be termed as ILLEGAL SALE of NEERAJ IGNOU BOOKS/NEERAJ BOOKS and will invite legal action against the offenders.
10. Subject to Delhi Jurisdiction only.

**© Reserved with the Publishers only.**

**Spl. Note:** This book or part thereof cannot be translated or reproduced in any form (except for review or criticism) without the written permission of the publishers.

## **How to get Books by Post (V.P.P.)?**

If you want to Buy NEERAJ IGNOU BOOKS by Post (V.P.P.), then please order your complete requirement at our Website [www.neerajignoubooks.com](http://www.neerajignoubooks.com). You may also avail the 'Special Discount Offers' prevailing at that Particular Time (Time of Your Order).

To have a look at the Details of the Course, Name of the Books, Printed Price & the Cover Pages (Titles) of our NEERAJ IGNOU BOOKS You may Visit/Surf our website [www.neerajignoubooks.com](http://www.neerajignoubooks.com).

No Need To Pay In Advance, the Books Shall be Sent to you Through V.P.P. Post Parcel. All The Payment including the Price of the Books & the Postal Charges etc. are to be Paid to the Postman or to your Post Office at the time when You take the Delivery of the Books & they shall Pass the Value of the Goods to us by Charging some extra M.O. Charges.

We usually dispatch the books nearly within 4-5 days after we receive your order and it takes Nearly 5 days in the postal service to reach your Destination (In total it take atleast 10 days).



# **NEERAJ PUBLICATIONS**

(Publishers of Educational Books)

(An ISO 9001 : 2008 Certified Company)

**1507, 1st Floor, NAI SARAK, DELHI - 110006**

**Ph. 011-23260329, 45704411, 23244362, 23285501**

E-mail: [info@neerajignoubooks.com](mailto:info@neerajignoubooks.com) Website: [www.neerajignoubooks.com](http://www.neerajignoubooks.com)

# CONTENTS

## ENGLISH FOR BUSINESS COMMUNICATION (EBC)

### *Question Bank – (Previous Year Solved Question Papers)*

<i>Question Paper—June, 2019 ( Solved )</i>	1-9
<i>Question Paper—December, 2018 ( Solved )</i>	1-6
<i>Question Paper—June, 2018 ( Solved )</i>	1-8
<i>Question Paper—December, 2017 ( Solved )</i>	1-3
<i>Question Paper—June, 2017 ( Solved )</i>	1-6
<i>Question Paper—December, 2016 ( Solved )</i>	1-10
<i>Question Paper—June, 2016 ( Solved )</i>	1-4
<i>Question Paper—December, 2015 ( Solved )</i>	1-4
<i>Question Paper—June, 2015 ( Solved )</i>	1-3
<i>Question Paper—June, 2014 ( Solved )</i>	1-7
<i>Question Paper—December, 2013 ( Solved )</i>	1-7
<i>Question Paper—December, 2012 ( Solved )</i>	1-6

<i>S.No.</i>	<i>Chapterwise Reference Book</i>	<i>Page</i>
--------------	-----------------------------------	-------------

### **RECRUITMENT-I**

<b>1. Getting Ready for the Job Market</b>	<b>1</b>
<b>2. Preparing A Portfolio</b>	<b>4</b>
<b>3. Responding to Advertisements</b>	<b>8</b>
<b>4. Writing a CV and Letter of Application</b>	<b>12</b>

### **RECRUITMENT-II**

<b>5. Preparing for Interviews</b>	<b>16</b>
<b>6. Facing Interviews</b>	<b>20</b>
<b>7. Phone and Walk-In Interviews</b>	<b>23</b>
<b>8. Group Discussions</b>	<b>27</b>

<i>S.No.</i>	<i>Chapter</i>	<i>Page</i>
<b><u>BUSINESS ETIQUETTE AND PROFILES</u></b>		
9.	Greetings	34
10.	Importance of Small Talk in Business	40
11.	Business Organizations	47
12.	Jobs and Responsibilities	52
<b><u>USING TELEPHONE AT THE WORKPLACE</u></b>		
13.	Features of Telephonic Communication	57
14.	Making Arrangements and Appointments	61
15.	Leaving and Taking Messages	64
16.	Voice Mail, Video Conference and Conference Call	68
<b><u>INTERNAL AND EXTERNAL BUSINESS CORRESPONDENCE</u></b>		
17.	Modes of Communication	74
18.	Internal Business Correspondence-1	80
19.	Internal Business Correspondence-2	88
20.	External Business Correspondence-1	93
21.	External Business Correspondence-2	101
<b><u>MAKING PRESENTATIONS AT THE WORKPLACE</u></b>		
22.	Presentation Skills-I: Essentials of Presentation Skills	109
23.	Presentation Skills-II: Outlines and Structures	114
24.	Presentation Skills-III: Using Visual Aids	119
25.	Presentation Skills-IV: The Ending	125
26.	Telephone Presentations	130

<i>S.No.</i>	<i>Chapter</i>	<i>Page</i>
<b><u>PARTICIPATING IN MEETINGS AT THE WORKPLACE</u></b>		
27.	Setting the Agenda and Planning a Meeting	134
28.	Types of Meeting	139
29.	Conducting and Participating in Meetings-I: Role of the Chairperson	143
30.	Conducting and Participating in Meetings-II	148
<b><u>PROPOSALS AND REPORTS</u></b>		
31.	Basic Features of Proposals	154
32.	Project Proposals	161
33.	Reports-I	167
34.	Reports-II	175
		■ ■

**Sample Preview  
of the  
Solved  
Sample Question  
Papers**

*Published by:*



**NEERAJ  
PUBLICATIONS**

[www.neerajbooks.com](http://www.neerajbooks.com)

# QUESTION PAPER

( June – 2019 )

( Solved )

## ENGLISH FOR BUSINESS COMMUNICATION (EBC)

Time: 3 Hours ]

[ Maximum Marks : 100

Note: Answer all questions.

Q. 1. Read the given text and answer the questions that follow:

### The Letter of Application

A job applicant generally writes a job application in one of these three situations:

1. In response to an advertisement.
2. An unsolicited application in a situation where he/she wants to be considered for a job if and when there is a vacancy
3. A situation where he/she learns from someone about a vacancy which has not yet been advertised

The most common situation is the first one, where you apply in response to a job advertisement. The role of the application letter is to draw a clear connection between the job you are seeking and your qualifications listed in the resume. Through the letter you should match the requirements of the job with your qualifications, emphasizing how you are suitable for that job. A common mistake made by applicants is providing a lengthy summary of the CV in the job application. A good job application selectively mentions information in the CV, as appropriate, summarizing the key information that will emphasize your suitability for the job. This helps to make the connection with the specific job.

A job application is as important as Curriculum Vitae and must be carefully drafted and neatly written out. In this letter you should:

- Confirm that you wish to apply and mention the post and advertisement/state that it is an unsolicited application/ mention that you have learnt there is a vacancy—whichever of these is applicable to the situation. In this paragraph mention

your most important qualification as and also state one eye-catching, attention-getting thing about yourself in relation to the job or to the employer that will cause the reader to want to continue.

- State why you are interested in the position or the organization and relate your interests with that of the company. Highlight just those aspects of your interests that make the connection with the job you are seeking.
- Present your work experience, education, training and skills to enable the reader see the match between your qualifications and the requirements for the job. Highlight your relevant skills and experience which make you a suitable candidate. Refer to the CV that has more detailed information.
- End positively, offering to provide any further information and expressing hope for an interview. In the last paragraph of the application letter, you can indicate how the prospective employer can get in touch with you. This is the place to urge the prospective employer to contact you to arrange an interview.

One of the best ways to make a job application effective is to pay attention to details, examples, specifics about related aspects of your educational and employment background. A letter that is too general and vague might not generate enough interest in the reader to turn to the CV. So work on selective details that make your letter stand out, and help to substantiate the claims you make about your skills and experience.

**(a) Answer the following questions briefly in your own words:**

**(i) What is the purpose of a job application?**

**Ans.** The role of the job application letter is to draw a clear connection between the job you are seeking and your qualifications.

**(ii) Should the job application include any of the information given in the CV?**

**Ans.** Yes, the job application should include the information given in the CV.

**(iii) How should one begin an application?**

**Ans.** First of all one should mention the post and state that is an unsolicited application. Also mention that you have learnt that there is a vacancy.

**(iv) Why is it important to be specific while writing a job application?**

**Ans.** One needs to be specific because the letter that is too general and vague might not generate enough interest in the reader to turn to the CV.

**(v) How should one conclude an application?**

**Ans.** End the letter in the positive manner and offer to provide any further information and expressing hope for an interview.

**(b) Find suitable words from the passage to match the meanings given below:**

**(i) Not asked for**

**Ans.** Unsolicited

**(ii) A position in a company that needs to be filled**

**Ans.** Vacancy

**(iii) Relationship**

**Ans.** Connection

**(iv) Future**

**Ans.** Prospective

**(v) Needs**

**Ans.** Substantiate

**(II) Write your own CV paying attention to the subheadings.**

**Ans.** Raman Bhatia

1000 Second Ave. Port Blair,

OR

97205 XXX-555-0123 | a.raman@email.com

Education

Masters of Communication, 2017

University of Delhi

Experience

University of Nehru Center for Computational Chemistry

Research Assistant 2009 – 2011

- Conducted physical and chemical laboratory tests to assist research scientists in qualitative and quantitative analyses.
- Operated experimental pilots and assisted in developing new chemical engineering processes.
- Maintained all laboratory equipment to ensure a clean and safe work environment for students and faculty.

**Skills**

- Project management
- Curriculum planning
- Fluent in English and Hindi
- Awards and Honors
- Wolf Foundation
- Wolf Prize in Medicine, 2018

Awarded to up to three individuals globally, each year, for achievements in medical science.

**Publications and Presentations**

Understanding Auditory Sensitivity Issues in Children with Autism

2016, India Autism Organization Conference Professional Associations

American Society of Journalists and Authors, Nagpur (2010-Present).

**Q. 2. (a) How would you prepare for a face-to-face job interview?**

**Ans. Ref.:** See Chapter-5, Page No. 16, 'Reading Comprehension'.

**(b) Write down your responses to the following interview questions:**

**(i) Tell us something about your interests.**

**Ans.** Well, I'm currently an account executive at Apolo, where I handle our top performing client. Before that, I worked at an agency where I was on three different major national healthcare brands. And while I really enjoyed the work that I did, I'd love the chance to dig in much deeper with one specific healthcare company, which is why I'm so excited about this opportunity with Fortis Health Center.

**(ii) Talk to us about what you think is your biggest achievement so far.**

**Ans.** I'm a driven person who works hard to attain my goals. The ability to overcome obstacles and follow things through to completion has always



# Sample Preview of The Chapter

*Published by:*



**NEERAJ  
PUBLICATIONS**

[www.neerajbooks.com](http://www.neerajbooks.com)

# ENGLISH FOR BUSINESS COMMUNICATION

## RECRUITMENT-I

1

## Getting Ready for the Job Market

### INTRODUCTION

In this chapter you will learn the preparation you need to do before entering in the job market. You should learn the importance of work in life. When and how you should we prepare for the job. What steps do you need to take for preparing, then serve the job market. What qualifications and what qualities one should possess while preparing for the job. The person who is looking for the job needs to do different types of works.

### CHAPTER AT A GLANCE

#### WARM UP

#### Activity-1

*Answer the following questions:*

**Q. 1. When and how do you think youngsters start getting ready for the job market?**

**Ans.** Everybody knows about the importance of job or occupation in life. After the education or professional qualification everybody has to search a job or any mean of work to gracefully live the life. As a youngster everybody has to face the circumstances to get ready for the job. The youngster should be well taught about the career he might be choosing. A proper training is essential in this regard.

**Q. 2. What is the importance of having some occupation in life?**

**Ans.** A job is important because it is important to have money in order to survive in the world. Without money, you can't survive. It is also important because it improves your self-value. It means something to have money, and to have a job. Job defined for this question as a separate place – away from your home that a person commutes to.

**Q. 3. Have you thought of which career you would pursue in life? What are you doing to achieve your dream?**

**Ans.** Yes, I also discussed and thought about the professional career which I want to pursue in my life. I want to become an editor and for that I done my graduation in mass communication and done an editing course as well.

#### READING COMPREHENSION

Man is a social animal and it is the work or job which distinguish him from animal. Human being may work to earn their livelihood. All human being should do some work in their life. So beside working and earn the livelihood for himself or family, human being also compelled to fulfilling other duties entailed upon them which are their social obligation and their family responsibility. And they also pursue their mission in life and engage in some hobby. Human being can do some sort of job as a worker or employee or they can join the family business or do their own business all together.

Your goal, should be clear in your mind that what you want to be in life. You should not be confused with your goal. Professional and technical education and qualification is very necessary to be eligible in the job market. Getting job requires needs patience, perseve-rance, proper management and effort.

Skills knowledge and performance are also required to be eligible in the job market just educational and technical education is not enough.

Advertisement published in the print media such as newspapers like Employment News/ Rozgar Samachar, magazines and journals and televisions also informs about the jobs and these are the medium which bring employers and employee together. Placement agencies and special websites, job fairs, campus placement and help desk for registration for job purpose in some university also play significant role.

A most eligible candidates for job should posses the qualities like computer knowledge, leader-ship quality, ability to work in a team, problem solving ability, ability to work under pressure, working in odd hours and at the

2 / NEERAJ : ENGLISH FOR BUSINESS COMMUNICATION

weekend, undertake travel. There is also a procedure to select the perfect candidate like, interview: face to face, telephonic group discussion, presentation, written test or application, entrance examination or some other task or activity. Communication skills should be sharp for these kind of tests.

Activity -2

Now answer the following questions:

Q. 1. Which of the following do you think is the most suitable title for this text?

- (a) Types of work human being have to do
- (b) Learning how to face tests and interviews
- (c) Getting ready for the world of work
- (d) Where to look for job vacancies?

Ans. (c) Getting ready for the world of work.

Q. 2. The following four points describe the main steps suggested by the writer. Put them in the same order in which they occur in the text by numbering them 1 to 4.

- (a) Find out what general and technical qualifications are required for achieving your goal.
- (b) Find out what other skills and competencies are required by employers.
- (c) Decide what you want to become in life.
- (d) Make a conscious effort to achieve these skills and qualities.

Ans. (c), (a), (b) and (d).

Q. 3. What is the aim of the writer? Is it to tell, inform persuade warn, describe, criticise, summarize or any other? Justify your answer.

Ans. The writer wants to describe his thoughts, idea, perception about the job, business and professional world.

Q. 4. For whom this write up mean? (Choose the correct answer)

- (a) Employers
- (b) Employee
- (c) Job seekers
- (d) Placement Agencies

Ans. (c) Job seekers.

LISTENING COMPREHENSION

Activity-3

Q. 1. What is the main focus of the speaker in this lecture?

Ans. The main focus of the speaker in this lecture is behaviour competencies required for the junior level posts available in the job market.

Q. 2. These skills are expected from (Choose the correct answer)

- (a) Senior managers
- (b) Middle management officers
- (c) Junior level employees

Ans. Junior level employees.

Q. 3. You are given below competencies in the left column and an example of a competency in the right. Match the competency with its example.

- (i) Achievement
- (a) Willingness to accept new ideas.

(ii) Team Work (b) Doesn't give up at the first hurdle.

(iii) Flexibility (c) Isn't afraid to seek advice.

Ans. • Achievement – Does not give up at the first hurdle

- Teamwork – Is not afraid to seek advice
- Flexibility – Willingness to accept new ideas.

SPEAKING

Activity-4

Q. 1. Describe what you think is the most important when accepting a job with a company. Give reasons for your answer.

- Salary and perks
- Work environment
- Nearness to residence

Ans. After the completion of all the required skills and qualifications you need to choose a career as per your interest. All these factors are important for a job seeker. But salary factor have also an essential influence because a person works for money and money is very important for leading a prosperous life. But as an individual we will give much importance to the work culture because you need to be comfortable and stress free while working. A professional conducive environment is very essential to work properly. An organization should give sense of belongingness to the workers and employees. As an employee we need motivation and motivation is very essential for the good performance of an employee. It is very essential for an employee to be comfortable. Lucrative salary packages and nearness to the place is also very important but not at cost of emotionally unwell. Therefore, we will give the highest priority to the work culture.

WRITING

Activity-5

Read and complete the following summary of the passage:

The writer first .....

Next s/he .....

S/he then ..... and finally s/he .....

The main aim of the writer was to .....

Ans. The writer first explain the necessity of work in human life.

Next she/he describes the necessary steps to be followed and planned before getting ready for the job market. One has to decide what she/he wants to become in his/her life.

She/he then draws our attention to the fact that general education and technical and professional education alone are not enough to get oneself a job. The job seeker has to acquire the skills and competencies that are expected by the prospective employers and finally she/he describe the

various means by which prospective employers and employee get in touch with each other.

The main aim of the writer was to describe the logical steps to be taken by job seekers.

**VOCABULARY**

**Activity-6**

**Q. 1. Use the following words in sentences of your own.**

**distinguish; beside; conscious; acquire; sort.**

**Ans. Distinguish:** Distinguish the features of Primary and secondary goods.

**Beside:** A canal is running beside a highway.

**Conscious:** It was really a conscious effort by a driver to save a child.

**Acquire:** Every students of this class acquire good skills.

**Sort:** What sort of human being is he ?

**Q. 2. Learn how the word employer, workers, recruiters, follow a similar pattern. Is the word “wiser” similar to these words? Why/why not.**

**Ans.** Wise is not similar to these words as it is adjective and these words are noun.

**Q. 3. What is the relationship between the following words? Former, later.**

**Ans.** Former and later are used to refer to subjects in a sequence. Former refers to earlier and latter refers to that which is mentioned at a second sequence.

**GRAMMAR: SIMPLE PRESENT TENSE**

We will use the simple present tense in the following situation:

**(a) To show an action that happens daily or very often.**

I starts my homework at 2 O’ clock.

**(b) Used for verbs related to belief, emotion and perception.**

I love to visit my grand parents on weekends.

**(c) To show events that are scheduled to happen in the near future.**

When do we begin the meeting?

**(d) To show permanent truth**

The sun rises from the east.

**The Simple Present Tense: Negatives**

The Simple Present Tense Negatives are created by placing **don’t** or **does’nt** before the main verb.

*Example:* **Don’t like** to visit foreign countries.

**The Simple Present Tense: Questions**

The Simple Present Tense Questions are created by placing **do** or **does** before the subject.

*Example:* **Do you** like to visit foreign countries?

**CHECK YOUR PROGRESS**

**Q. 1. Now complete these sentences with verbs in the simple present tense:**

- (i) I ..... to office everyday.**
- (ii) I ..... my house at 8 O’ clock in the morning.**
- (iii) I ..... my office by 8.30. AM.**
- (iv) I ..... my lunch in the office canteen.**
- (v) I ..... home by 6 pm.**
- (vi) In the evening, I ..... for a walk.**
- (vii) On weekends, I ..... badminton in the club.**
- (viii) Once a year I ..... out on a holiday with my family.**

- Ans.** (i) I walk to office everyday.  
(ii) I leave my house at 8 O’ clock in the morning.  
(iii) I reach my office by 8.30. AM.  
(iv) I have my lunch in the office canteen.  
(v) I return/come back home by 6 pm.  
(vi) In the evening I go for a walk.  
(vii) On weekends I play badminton in the club.  
(viii) Once a year I go out on a holiday with my family.

**Q. 2. Complete the following questions using suitable verbs in the simple present tense:**

- 1. How .....?**  
**Ans. I am fine.**
  - 2. Where .....?**  
**Ans. I live in Bhopal.**
  - 3. What .....?**  
**Ans. I like reading and watching TV.**
  - 4. What .....?**  
**Ans. I like to read books for self-improvement.**
  - 5. What kind of .....?**  
**Ans. I like to watch reality shows.**
  - 6. How often .....?**  
**Ans. I travel out of Bhopal once in two months.**
  - 7. How .....?**  
**Ans. I usually travel by train.**
  - 8. What .....?**  
**Ans. On weekends I like watching movies.**
  - 9. What .....?**  
**Ans. I like acting.**
- Ans.** 1. How are you?  
2. Where do you live?  
3. What do you do in your free time?  
4. What kind of books do you like to read?  
5. What kind of T.V. programme do you like to watch?  
6. How often do you travel out of Bhopal for work?  
7. How do you usually travel?  
8. What do you do on weekends?  
9. What kind of movie do you enjoy? ■ ■

# Preparing A Portfolio

## INTRODUCTION

In this chapter we will learn how to prepare portfolio for your job search. What is the importance of portfolio in the job search? A portfolio helps to highlight your strengths as it presents a visual and tangible evidence of your skills and achievements. It is very essential to have a portfolio if you applying for a job. A portfolio is always a piece of work in progress. Collect-ing a portfolio is not a one day job it takes over a period of time. Fix your portfolio in a three ring binder so that it is easy to add or remove any document as per your need. Do not exceed your portfolio more than twenty pages. Arrange your portfolio in a very systematic way with all the documents so that you could get your desired job very easily. The very first document you need to keep in the portfolio is resume, followed by credentials and then education, technical and professional degree and volunteer works, certificates. Arrange your documents according to the relevance of the job you are seeking for. Having a web version of portfolio is an additional advantage as it creates an effective visual impact, express that you are techno friendly and it is easy to access.

## CHAPTER AT A GLANCE

### WARM UP

#### Activity-1

Q. 1. Take a look at these pictures. What qualities of a person do you think each picture highlight?



(i) .....  
.....

(ii) .....  
.....



(iii) .....  
.....

(iv) .....  
.....



(v) .....  
.....



- Ans.** 1. Team spirit, warmth, friendliness, jubilant.  
 2. Sportsmanship, competitive spirit, ambition, spirit of adventure, fearlessness  
 3. Multi-tasking, hard-working, flexible, willing, dedicated.  
 4. Innovative thinking, creativity, imaginative.  
 5. Good communication skills, good interpersonal skills, supportive, friendly.

## READING COMPREHENSION: ORGANIZING A PORTFOLIO

### Activity-2

#### Pre-reading

Before you read the text on portfolio attempt the following.

Q. 1. Is a portfolio just another name for resume?

Ans. No, portfolio is different from resume. A portfolio is much more descriptive and comprehensive than a resume. It is collection of all the documents of a job seekers.

Q. 2. Is a resume included in a portfolio?

Ans. Yes, resume is the part of the portfolio.

Q. 3. Can one put pictures into a portfolio?

Ans. Yes, the portfolio can include pictures that shows one's skills and achievements.

Q. 4. How long does it take to collect documents for a portfolio?

Ans. Collecting documents for the portfolio is long process. You need to edit each documents as per your job search and interest. You need to add or remove documents from the portfolio and it takes time to prepare good portfolio.

How is a portfolio different from a resume?:  
 Resume is the part of the portfolio. The first document