

Register No.:

306

April 2024

Time - Three hours
(Maximum Marks: 100)

- [N.B.** 1. Answer all questions in PART-A. Each question carries ONE mark.
2. Answer any TEN questions in PART-B. Each question carries TWO marks.
3. Answer either A or B in PART-C. Each question carries 15 marks.]

PART - A

(Give the equivalent foreign word for the following words/Phrases)

1. A person who sets up business taking a great financial risk.
2. Entirely / as a whole.
3. Without a day being fixed.
4. The existing condition.
5. Indicates a reference to some book or passage.

PART - B

6. State the principles of communication.
7. What are the parts of a business letter?
8. State the meaning of business report.
9. What are curriculum vitae?
10. Write short notes on retrenchment.
11. What is an interview letter?
12. What is delay in execution of order?
13. State the meaning of complaints and adjustments.
14. What is a collection letter?
15. What are the objectives of writing circular letters?
16. What is bank correspondence?
17. State the meaning of clearance sale.
18. What is meant by minutes of the business meetings?
19. What is the meaning of office memo?
20. What is meant by an agenda?

[Turn over.....

PART - C

21. (a) Explain the barriers of communication.
(Or)
(b) Discuss the features of a good Report.
22. (a) Draft an application for the post of sales manager in a multinational company.
(Or)
(b) Write a letter of appointment for a person who successfully completed interview formalities for the post of accountant in The India Cements limited.
23. (a) Write a complaint letter to Kamesh & Co regarding supply of wrong goods.
(Or)
(b) Mr. K.Pandian, a customer has not paid Rs. 2,00,000 for long period in spite of repeated reminders. Write a letter threatening legal action, if the amount is not paid within two weeks.
24. (a) Draft a letter to a Bank Manager for getting an overdraft facility for your business concern.
(Or)
(b) Write a circular letter announcing the fact of opening a new branch of your firm in Delhi.
25. (a) Prepare a specimen agenda for Annual General Meeting.
(Or)
(b) Draft a memo for warning an employee for being late to office.
