

2021

ENGLISH — HONOURS

Paper : SEC-A-2

(Business Communication)

Full Marks : 80

*The figures in the margin indicate full marks.
Candidates are required to give their answers in their own words
as far as practicable.*

1. Write a letter of complaint to a firm regarding poor quality of the office furniture recently purchased. 15

Or,

Write a letter to the District Health Department to conduct a students' vaccination camp at your college. 15

2. Write a C.V. to be attached with a job application letter in response to any one of the following advertisements. 15

Sales Supervisor Required

XYZ medical kit suppliers requires sales supervisor with at least three years of job experience in the field. Apply with C.V. within 7 days to Box No. 1642, XYZ Newspaper, Kolkata.

Or,

Receptionist Needed

An office receptionist with speaking skills in Hindi and English needed in ABC Tours and Travels. Apply within 20th January, 2022 to Box No. 1455, XYZ Newspaper, Delhi.

3. Draft an e-mail to an eminent scholar inviting him/her to be the resource person in a webinar on 'Climate Change' organized by your college. 15

Or,

Write an e-mail to the head of your institution to seek his/her permission to organize a students' field survey on the state of education in the locality. 15

Please Turn Over

4. Write a newspaper report on a bus accident and rescue operations. 15

Or,

Write a report on the sales performance of the electronic gadget launched by your company last year. 15

5. Draft the Minutes of the Governing Body Meeting that took place on 10th October, 2021 in response to the given notification. 20

Notice

A Governing Body Meeting of ABC College shall be held on 10th October, 2021, at 11.00 AM in the virtual mode to discuss the following agenda :

- (a) Confirmation of minutes of the previous Governing Body meeting.
- (b) Matters arising out of the minutes.
- (c) Organizing Webinars on Women's Rights.
- (d) Students' Satisfaction Survey Report Preparation.
- (e) Organizing blood donation camp.
- (f) Misc.

Date : 03.10.2021

Principal
ABC College
