

2020

ENGLISH — GENERAL

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. Answer **any one** of the following questions : 15×1
- (a) Write a letter from Standard Bank to its customers of Shyampur Branch informing them about the Covid-19 guidelines that are needed to be followed when they visit the bank's branch.
- (b) Write an order letter from Cure Hospital to Medicare Services for buying PPE Kits and ask for a detailed price list of the various products.

2. Write a CV in response to the following advertisements : 15

Sales Persons Required

Young and energetic sales persons with at least one year of experience needed in Car and Bike Showrooms of Wheel Love Company Pvt. Ltd. across the country. Apply within 7 days with CV to HR Manager, Wheel Love Company Pvt. Ltd., New Delhi, 110001.

Or,

A film institute of good repute is looking for a scriptwriter to work in a project for documentary films. Apply within 15 days to Box No. 1519. The Daily News, Kolkata.

3. Answer **any one** of the following questions : 15×1
- (a) Write an e-mail inviting an eminent personality to be the chief guest at the conference on 'Youth and Development' organized by your college.
- (b) Write an e-mail congratulating the Inter-College Cricket Championship winning team on behalf of your college's sports body.

4. Answer **any one** of the following questions : 15×1
- (a) Write a newspaper report on the recent death of an eminent film-actor.
- (b) Write a report on the new initiatives taken by your sales team to help your customers in the last financial year.

Please Turn Over

5. Draft the Meeting Minutes based on the Notice given below :

20×1

Notice

A general body meeting will be held on 20th August, 2020 at 1:30 PM in the Office Board Room to discuss the following agenda :

- (a) Confirmation of the minutes of the previous general body meeting.
- (b) Business arising out of the minutes.
- (c) Election of the new Convenor of Customer Complaints Committee.
- (d) Matters concerning Salary hike for security guards.
- (e) Installation of Sanitizing Door Machines in the office campus.
- (f) Miscellaneous.

All the staff members are requested to attend.

Date : 6th August, 2020

Sd/-
H.R. Manager
Skyline Connections Pvt. Ltd.
