



[5/A-4]

SARDAR PATEL UNIVERSITY
B.Com. Sem.-IV (2014-2017 Batch)
UBO4FCOM 01: ENGLISH & BUSINESS COMMUNICATION-IV
29th September, 2022, 12:30 PM TO 02:30 PM

60 Marks

Note: 1) Answer Any Four of the following questions.
2) Figures to the right indicate full marks.

- Q-1 [A]** Explain the End of the novel "The Room on The Roof". (08)
[B] Describe The Indian Bazaar in the novel "The Room on The Roof". (07)
- Q-2 [A]** The Opening of the novel "The Room on The Roof". (08)
[B] Write a note on "The Chaat Shop". (07)
- Q-3 [A]** Draft a letter to the manager, State Bank of India requesting to stop the payment of a cheque which has been lost by you. (08)
[B] You wish to purchase a house of your own. Write a letter to Bank of Baroda, Anand Branch requesting for Home Loan. (07)
- Q-4[A]** As an owner of the firm, draft a letter to your bank asking for the clarification of dishonoring your cheque. (08)
[B] Draft a letter to the manager of your bank requesting for overdraft facility. (07)
- Q-5[A]** You have received an application from an interested agent. Write a letter offering the agency for FMCG items with all terms and conditions. (08)
[B] On behalf of a principal of the company, draft a letter to the agent appreciating him for excellent performance. (07)
- Q-6 [A]** As a principal of the company, write a letter to the agent reprimanding him for poor performance of the last six months. (08)
[B] Draft a letter in response to an advertisement by Murari Traders Station Road, Anand for obtaining an agency. (07)
- Q-7[A]** Draft a memo to an employee seeking explanation for remaining irregular in the office. (08)
[B] Write a letter to the life insurance company asking for surrender value of your policy. (07)
- Q-8[A]** Write a Memo to your Employer seeking permission to attend a Faculty Development Program. (08)
[B] Write a letter to the Life Insurance Policy asking for a loan against Your existing Life Insurance Policy. (07)
