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SEAT No. _____

No. of Printed Pages: 1



Sardar Patel University

B Com Semester VI Examination

Thursday, Date: 23-6-2022

Time: 10:00 a.m. to 12:00 p.m.

English & Business Communication VI

UB06ACOM .51//UB06ACOM .21

Total Marks: 70

Instructions: 1. Attempt any FOUR of the following questions.

2. All Questions carry equal marks.

Q.1. As the secretary of Glamour Garments Company Ltd. Chennai, draft a report on a sharp decline in the sales of the company's products in Gujarat offering suggestions to boost up the sales.

Q.2. Draft a committee report on feasibility of opening a new chemical factory of Clariant Chemical Company Ltd. at Vadodara.

Q.3. Draft the text of a speech welcoming a famous educationist who presided over the Annual Day function organized by your college.

Q.4. Draft the text of a condolence speech mourning the death of a senior officer of your department.

Q.5. Draft the minutes of the statutory meeting of Saurashtra Cement Company Ltd. Jamnagar

Q.6. Write the minutes of the Annual General Meeting of Shri Vishnu Engineering Company Ltd., Rajkot.

Q.7. (a) Draft an effective sales letter to promote the sales of a special brand of coffee.

Q.7.(b) Draft an application for the post of a sales executive furnishing necessary details to the General Manager, Roy Brothers, Kolkata.

Q.8. (a) Draft an effective sales letter to promote the sales of a sunscreen lotion.

Q.8. (b) Draft a suitable resume for the post of a company secretary.