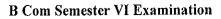
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Sardar Patel University





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.