

SEAT NO: _____



No of printing page: 1

[15]

SARDAR PATEL UNIVERSITY

B.Com. Sem.-VI (CBSC)[NC]

UB06FCOM01: ENGLISH & BUSINESS COMMUNICATION-VI

24-06-2022, 10:00 AM TO 12:00 PM

60 Marks

Note: 1). Answer ANY FOUR of the following questions.

2). Figures to the right indicate full marks.

- Q-1:** On behalf of the General Manager of a textile industry, draft a report on fire-accident in the factory to be submitted to the Board of Directors. Also include the data of damage of men and material as well as the emergency actions taken by you. **(15)**
- Q-2:** The management of Elegance Engineering Company Ltd., has appointed a committee to look into the grievances of the workers and the labour unrest. Draft a committee report. **(15)**
- Q-3:** Draft a speech you would deliver as a last year student on the occasion of the Farewell function organized by your college. **(15)**
- Q-4:** Draft a speech on welcoming the chief guest in a function organized by your college. **(15)**
- Q-5:** Draft Notice, Agenda and Minutes of First Board Meeting of Parag Industries, Vadodara. **(15)**
- Q-6:** Draft Minutes of Annual General Meeting of The Moon Company Pvt. Ltd, Vapi. **(15)**
- Q-7:** (1) Write an application for the post of a manager to the Managing Director, Tanmay Techno-solutions Ltd., Station Road, Anand. **(08)**
- (2) Draft an effective sales letter to promote the sales of a newly launched Smart Phone. **(07)**
- Q-8:** (1) Draft a suitable Resume for the post of a Sales Executive for a Reputed Company. **(08)**
- (2) Prepare a sales letter to promote the sales of an Eco-Friendly Bike. **(07)**
