

SEAT NO: _____



No of printing page 1 of 1

[22/A-24]

SARDAR PATEL UNIVERSITY

B.Com. Sem.-VI (2014-2017 Batch)

UB06FCOM 01: ENGLISH & BUSINESS COMMUNICATION-VI

24th September, 2022, 3.30:00 PM TO 05:30 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 Gujarat textile industry, (15)
draft a report on fire-accident in the factory to be submitted to the
Board of Directors.
- Q-2:** The management of Saurashtra Food Company Ltd., has (15)
appointed a committee to look into the decline in the sales of your
company's food products giving reasons of the decline and
recommendations to increase the sales
- Q-3:** Draft a speech on welcoming the chief guest in a Seminar (15)
organized by your Company.
- Q-4:** Draft a speech you would like to deliver as a last year student on (15)
the occasion of the farewell function organized by your college.
- Q-5:** Draft minutes of First Board Meeting of Rahul Industries, Surat. (15)
- Q-6:** Draft Minutes of Annual General Meeting of The Gems Company (15)
Pvt. Ltd, Bharuch.
- Q-7:** (A) Write an application for the post of an accountant to the (8)
accounting manager, Raj industries Ltd., Station Road,
Ahmedabad.
(B) Draft an effective sales letter to promote the sales of a newly (7)
launched Smart watch.
- Q-8:** (A) Draft a suitable Resume for the post of a Sales Manager for a (8)
Reputed Company.
(B) Prepare a sales letter to promote the sales of an android (7)
phone.

=====***=====