



SARDAR PATEL UNIVERSITY
B Com SEM VI Examination 2010 Batch
English & Business Communication VI UB06FCOM02/04
Friday, 23rd September, 2022
03:30 pm to 05:30 pm

Marks: 60

Attempt **any four** from the following:

- Que. 1 As the Secretary of ADF Foods Limited, you are entrusted to look into the reasons of the decline in the sales of the company's products and to suggest some measure to arrest it. Draft a detailed report. (15)
- Que. 2 V Guard Limited has constituted a committee to inquire into the grievances and demands of the workers of the factory. Draft the committee's report suggesting the remedies. (15)
- Que. 3 Draft a condolence speech you would like to deliver on the occasion of untimely death of a colleague who has died at the very young age. (15)
- Que. 4 Prepare a speech on Welcoming Chief Guest in a Seminar organized by your College. (15)
- Que. 5 Draft Notice, Agenda and Minutes of Annual General Meeting of Aurbindo Pharma Limited. (15)
- Que. 6 Prepare Minutes of the very first meeting of the Board of Directors of ACC Limited. (15)
- Que. 7 a). Draft a Sales Letter to promote the sales of new launched Smart TV. (08)
- Que. 7 b). Draft an application for the post of Senior Accountant in a reputed Company furnishing necessary details. (07)
- Que. 8 a). Prepare an effective Sales letter to promote the sales of Semiautomatic Washing Machines. (08)
- Que. 8 b). Draft a resume for the post of Librarian in Commerce College. (07)