

**[66]**

**SARDAR PATEL UNIVERSITY**

**BA (ADVANCED) SEMESTER – IV (CBCS)**

**(UA04FECC01) CORPORATE COMMUNICATION – II**

**SATURDAY, APRIL 9, 2016**

**TIME: 02:30 PM – 04:30 PM**

**TOTAL MARKS: 60**

**Q:1 Choose the correct option from the multiple choice questions.**

**[15]**

**(Each Question Carries One Mark)**

1. Which kind of report is prepared and presented at regular, prescribed intervals in the usual routine of business?
 

A. Investigated report	B. Periodical report
C. Special report	D. None
2. Which thing is impartial and objective at the end of the report?
 

A. Clarity	B. Grammar	C. Recommendation	D. Relevance
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3. Who is taking notes while the meeting is going on?
 

A. Secretary	B. Chairman	C. Director	D. C.E.O.
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4. What is the synonym of 'interesting'?
 

A. Unify	B. Torpid	C. Demand	D. Alluring
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5. Which is the instant written record of a meeting of hearing?
 

A. Press	B. Agenda	C. Notice	D. Minutes
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6. Which report merely presents the facts pertinent to an issue or a situation?
 

A. Special	B. An analytical	C. Informative	D. Periodic
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7. Which French word we used for the phrase 'a finishing stroke'?
 

A. Coup de grace	B. Confere	C. Debacle	D. Bête noire
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8. What is the official record of the proceedings of the meeting?
 

A. Agenda	B. Notice	C. Both A & B	D. Minutes
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9. Which are the subjects of subsequent Board Meeting?
 

A. Casual Vacancy	B. Share transfers
C. Next Meeting	D. All the above
10. What is the meaning of the Latin word 'a pari'?
 

A. Equally	B. Strong reason	C. Anew	D. honestly
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11. Who prepare the rough draft of minutes during the meeting?
 

A. Chairman	B. Director	C. Secretary	D. C.E.O.
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12. What is the meaning of the Latin word 'in curia'?

- A. In full                      B. Theft                      C. Custody                      D. In open court

13. Which document is the outline and the content of the forthcoming meeting?

- A. Notice                      B. Agenda                      C. Minutes                      D. None

14. What the report writer does in the case of investigation?

- A. Making an Outline                      B. Writing the report  
C. Taking notes                      D. Analysis of data

15. Which word is not the German word?

- A. Avant-grade                      B. Eureka                      C. Hoi polloi                      D. Zeitgeist

**Q:2[A]** Draft an individual report on a serious accident in a factory. [15]

**OR**

**[B]** Give the detail note on the various steps for preparing report. [15]

**Q:3[A]** Draft Notice, Agenda and Minutes of the Annual General Meeting of Priyanka Publication Limited, Hubli. [15]

**OR**

**[B]** Give the meaning and importance of Notice, Agenda and Minutes in the corporate field and also give the example of Notice, Agenda and Minutes [15]

**Q:4** Write any two short notes: [15]

1. What is Report writing?
  2. Notice & Circulars
  3. Proof Reading
  4. Report organization in Memorandum form.
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