

[36]

SEAT No. _____

No. of Printed Pages : 2

SARDAR PATEL UNIVERSITY

SYBA (ADVANCE) SEMESTER – IV (CBCS)

(UA04FECC01) CORPORATE COMMUNICATION – II

THURSDAY, APRIL 04, 2019

TIME: 02:00 PM – 04:00 PM

TOTAL MARKS: 60

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

[15]

(Each Question Carries One Mark)

1. Which part of the business report consist statistical data, charts and diagrams?
A. Index B. Glossary C. Appendices D. Introduction
2. Which is not the characteristic of a good report?
A. Unambiguous B. Irrelevant C. Reader-oriented D. Precise
3. Which punctuation is used to express a sudden outcry or add emphasis?
A. Exclamation Point B. Comma C. Question Mark D. Full Stop
4. Which document is the outline the contents of a forthcoming meeting?
A. Agenda B. Memo C. Report D. Notice
5. Which is the concise and accurate record of decisions and resolutions?
A. Notice B. Agenda C. Business Letters D. Minutes
6. What is the synonym of 'nuptial'?
A. Chilly B. Recite C. Wonderful D. Marriage
7. Which types of minutes give the brief account of discussion?
A. General Minutes B. Minutes of Resolution C. Minutes of Narration D. None
8. Which is the first step in the process of holding the meeting?
A. Issue the Notification B. Give Memo C. Agenda D. Draft the Minutes
9. Which is the basic management tool used in decision making?
A. Circular B. Reports C. Minutes D. Business Letter
10. Which punctuation mark is used to connect independent clauses?
A. Full Stop B. Brackets C. Hyphen D. Semicolon
11. What is the meaning of the French word 'beaux esprits'?
A. Masterpiece B. Last Resort C. Men of Wit D. Colleague
12. In Latin which word use for a buyer or purchaser?
A. fictio B. forum C. gardia D. Emptor

(1)

(P.T.O.)

13. Which is the main part of the report having under heading and sub-heading?
A. Discussion or description B. Index C. Glossary D. Appendices
14. Which punctuation mark is frequently used within quotations to jump from one phrase to another, omitting unnecessary words that do not interfere with the meaning?
A. Ellipsis B. Dash C. Hyphen D. Coma
15. Which helps the chairperson to conduct the meeting smoothly if it is set in order?
A. Minutes B. Circular C. Notice D. Agenda

- Q:2[A] 1. Discuss the Characteristics of a Good Report. [08]
2. What is report? Discuss the types of a report. [07]

OR

- [B] There has been a steady decline in the business of a soap and detergent powder manufacturing company. As the secretary of the company draft the individual report giving causes of the decline and suggesting remedies to arrest the decline. [15]

- Q:3[A] Draft the Notice, Agenda and Minutes of the Annual General Meeting of Karan National Chemical Co., Calcutta. [15]

OR

- [B] Drafts the Notice, Agenda and Minutes of the First Board Meetings of Supriya Silk Ltd., Vadodara. [15]

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

1. Oral and Written Report.
2. Symbols used during proof reading.
3. What is Homonyms? Give five examples with sentence.
4. What is Agenda?

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(2)