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SEAT No. _____

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SARDAR PATEL UNIVERSITY

B.B.A. LL.B (Hons) (III Sem.) External Examination

Friday, 10/11/2017

02:00 P.M. – 04:00 P.M.

UL03CBLH10 – English – III

Total Marks: 50

- Q. 1 a Respond to a Job Advertisement writing covering letter and curriculum vitae and Request an Interview. Advertisement: Fierce Law Firm recruiting, Wanted male/female Corporate Lawyers, minimum three years of experience and LLM qualified. (8)
- b Draft a letter of complaint to local police about frequent vehicle theft issue in your area. (6)

OR

- Q. 1 a Define types of speech and explain - 'Begin your speech with a punch and end it with a bang'. (8)
- b Assuming that your company FINEHOME FURNITURE Pvt Ltd has launched new style of sofa in the market. Draft a later to Promote the product by announcing a special sale or complimentary gift. (6)

- Q. 2 a Your college is planning to organize one week study tour. Draft a notice to the following agendas: (8)
1. Decide the date, time and place for the tour.
 2. Managing the expenses and budget.
 3. Task allotment.
 4. Rules and Regulations.
- b What is report writing? Discuss the format and use of report in law field. (6)

OR

- Q. 2 a Your college has planned one week study tour. Meeting has already been conducted. Draft a model minutes for the following agenda: (8)
1. Decide the date, time and place for the tour.
 2. Managing the expenses and budget.
 3. Task allotment.
 4. Rules and Regulations.
- b Swachha Bharat Abhiyan: A survey – Write a report (6)

- Q. 3 a Draft a press note on RNPISLJ students Spent vacation helping homeless. (8)
- b The general manager of Dysan Industries Ltd. Ahmedabad is worried about the non-availability of employees at their desks during duty hours. Draft a memo asking them to follow the office hours strictly and not to spend more that the allotted time on tea and lunch. (6)

OR

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(P.T.O.)

Q. 3 a Draft a company circular announcing the admission of a new law firm partner. (8)

b Draft a correspondence to previous communication about company's new design of logo and slogan. (6)

Q.4 Short Notes (Any Two) (8)

1. Define Formal Proposals and its format.
2. Importance of Critical Thinking and Reasoning In Law field
3. Core Critical Thinking and Reasoning Skills.

☺ *Good Luck* ☺

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