

SEAT No. _____

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SARDAR PATEL UNIVERSITY
B Com SEM IV Examination - On Demand
English & Business Communication IV UB04FCOM01



Date: 04/08/2023, Friday

Time: 10:00 am to 12:00 pm

Marks: 60

Que. 1 a). Write a detailed note on Rusty's journey from the European Colony to the Room on the Roof. (10)

b). Write a note on the Indian Bazaar in the novel 'The Room on the Roof'. (05)
Or

Que. 1 a). Examine in detail the end of the novel 'The Room on the Roof'. (10)

b). Write a note on the Celebration of Holi festival in the novel 'The Room on the Roof'. (05)

Que. 2 a). On behalf of a customer write a letter requesting the bank to Stop Payment of a cheque. (08)

b). Draft a letter to your bank to demand Overdraft Facility against certain securities for the purpose of expanding your business. (07)

Or

Que. 2 a). Draft a letter to the Branch Manager, Indian Bank, Anand, requesting him to sanction a housing loan. (08)

b). On behalf a customer write a letter to the bank demanding explanation for the wrongful dishonor of a cheque, in spite of having sufficient balance in account. (07)

Que. 3 a). Draft a tactful letter to an agent drawing his attention to constant decline in the sales of Steel Furniture. (08)

b). Draft a letter in response to an advertisement by A One Sales, Ahmedabad, for obtaining an agency. (07)

Or

Que. 3 a). Draft a letter on behalf of the Principal appreciating the agent for satisfactory performance. (08)

Que. 3 b). Draft a letter on behalf of Apex Pvt Ltd, Vadodara to an agent for terminating the agency. (07)

Que. 4 a). Draft a Memo to the employee for his indiscipline behaviour in the office. (08)

b). Write a letter to the Insurance Company claiming the loss caused by the fire accident in your factory. (07)

Or

Que. 4 a). Draft Office Memo warning an employee for his habit of late coming regularly in spite of many oral warnings. (08)

b). Draft a letter to the Life Insurance Company requesting them for loan against your policy. (07)

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