

SEAT No. _____



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[60/61]

SARDAR PATEL UNIVERSITY

B Com SEM IV Examination

English & Business Communication IV UB04ACOM51/21

Date: 03/04/2023, Monday

Time: 02:00 pm to 05:00 pm

Marks: 70

Que. 1 Attempt **any three** from the following: (18)

- 1). What crime was committed in Monaco that had never been committed before? What was done once the crime was discovered?
- 2). Why does George help Tom at first? Why does he wash his hands of Tom then?
- 3). Why was Madame Forester unable to recognize Madame Loisel when they met after ten years? What was the surprise she had for Madame Loisel?
- 4). The character of Hughie Erskine.
- 5). The kingdom of Monaco.
- 6). The title of the story,—The World-Renowned Nose

Que. 2 Attempt **any two** from the following: (17)

- 1). Draft a letter on behalf of a customer to the bank manager, Bank of Baroda, Valsad to stop the payment of a cheque.
- 2). Write a letter as from Messrs. Patel & Sons, to his bank complaining that the bank has wrongly dishonoured a cheque drawn by him.
- 3). On behalf of a customer, draft an application for a housing loan of Rs. 20 lakh.
- 4). Draft an application on behalf of Sales India, Ahmedabad, to the bank manager, Canara Bank, Ahmedabad for an overdraft facility of Rs. 300000 for one year giving necessary details.

Que. 3 Attempt **any two** from the following: (18)

- 1). On behalf of the Principal, write a letter of reprimand to the agent for the low sales in their area.
- 2). As from J. K. Sales, Anand, apply for the agency of popular brand of Smart TVs for your district.
- 3). As the Sales Manager of Yera Glasses, Mumbai draft a letter to an agent for appreciating his satisfactory Performance.
- 4). Draft a letter on behalf of Creative Fashions, Ahmedabad to an agent for terminating the agency.

Que. 4 Attempt **any two** from the following: (17)

- 1). Draft an office memorandum warning an employee for his habit of playing mobile games during the office hours.
- 2). Draft an office memorandum to an employee granting him permission to join a Certificate Course in Digital Marketing.
- 3). Draft a letter on behalf of a customer to the Sun Life Insurance Company inquiring about the surrender value of his life insurance policy.
- 4). On behalf of customer draft a letter to the insurance company informing them about the occurrence of fire at your premises and request them to settle the claim for the losses.

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