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SARDAR PATEL UNIVERSITY

Bachelor of Commerce (Semester IV) Examination – 2023

UB04ACOM71: English & Business Communication-IV



Date: 3rd April 2023, Monday

Time: 02:00 PM to 05:00 PM

Total: 70 Marks

NOTE: Figure to the right indicate full marks of the questions.

Q.1. Attempt any three of the following: (18)

- Describe the professions Hughie Erskine had tried and the results of his efforts.
- Write a short note on the kingdom of Monaco.
- Why was George so upset by Tom's good fortune at the end of the story?
- Write a short note on Baron Hausberg as a model millionaire.
- Describe in brief the political controversies created by the Long-Nose.
- Write a short note on the character of Mathilde.

Q.2. Write any two of the following letters of Banking Correspondence: (17)

- Write a letter from an account holder complaining about the wrongful dishonor of his/her cheque for Rs. 20,000/- in spite of maintaining sufficient balance.
- Write a letter on behalf of Surya Medicines to their bankers requesting them to grant overdraft facilities to the extent of Rs. 2 lacs against tangible securities.
- As a customer of a bank, write to the Branch Manager informing about the loss of a bearer cheque and requesting to stop payment against the same.
- You have lost your debit card during a bus journey. Write to the Manager of your bank informing about the loss and requesting to deactivate it immediately.

Q.3. Attempt any two of the following: (18)

- Star Agency of Ahmedabad wishes to be appointed as an agent for selling the products of Popular Products Ltd., Kolkata. Draft a letter asking for the agency.
- In response to an application for agency, draft a letter to the prospective agent offering your terms and conditions.
- As the Principal you find that an Agent's performance doesn't meet the required target. Write a letter asking for explanation and threatening to terminate Agency if sales don't improve.
- On behalf of an agent draft a letter to the Principal, surrendering the agency and give reasons for the same.

Q.4. Write any two of the following letters:

(17)

- a) As a nominee, draft a letter to the Insurance Company claiming full benefits on the death of the policy holder.
- b) A policy-holder applies for loan from the Insurance Company against his policies to meet the expenses of his daughter's marriage. Reproduce the letter.
- c) Draft a letter to your insurance company claiming for the loss caused by a fire accident in your office.
- d) As a readymade garment manufacturer draft a letter to an Insurance Company to quote insurance policies to cover fire accidents.

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