

SEAT No. \_\_\_\_\_



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SARDAR PATEL UNIVERSITY

B Com SEM IV Examination

English & Business Communication IV UB04FCOM01

Date: 03/04/2023, Monday

Time: 02:00 pm to 04:00 pm

Marks: 60

Que. 1 a).Examine in detail the appropriateness of the title of the novel "The Room on the Roof". (10)

b). Write a note on the celebration of Holi. (05)

Or

Que. 1 a).Write a detailed note on the effect of Meena's death on Rusty. (10)

b). Write a note on the end of the novel "The Room on the Roof". (05)

Que. 2 a).On behalf of a customer draft a letter to the Branch Manager, State Bank of India, Ahmedabad, requesting to stop payment of a cheque. (08)

b).Write a letter to the Branch Manager, Bank of Baroda, Anand, requesting him to sanction a housing loan. (07)

Or

Que. 2 a).Write a letter on behalf of a customer, demanding explanation for the wrongful dishonor of a cheque, in spite of having sufficient balance in account. (08)

b). Draft a letter to your bank, Indian Bank, Rajkot, for an overdraft facility of Rs. 5,00,000 giving securities in advance. (07)

Que. 3 a). On behalf of Principal draft a letter to the agent for terminating the agency. (08)

b). Draft a reprimand letter to an agent drawing his attention to the decline in the sales. (07)

Or

Que. 3 a). On behalf of the Principal draft a letter to an agent for appreciating his satisfactory Performance. (08)

b). In response to an advertisement, draft a letter for obtaining an agency. (07)

Que. 4 a).Draft an office memorandum warning an employee for his habit of arriving late to the office. (08)

b). As a policy holder write a letter to the Insurance Company about the surrender value of his policy. (07)

Or

Que. 4 a).Draft an office memorandum to an employee granting him permission to join a Diploma Course in Retail Management. (08)

b). Write a letter on behalf of Gujarat Traders, Patan notifying insurance company of the fire accident and arrangement for an early inspection. (07)

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