



SEAT No. _____

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[10/11]

Sardar Patel University
B. Com. Semester VI Examination
English & Business Communication VI
UB06ACOM51/21

Monday, 24-7-2023

Time: 10:00 A.M. to 1:00 P.M.

Total Marks: 70

Q.1. Draft a committee report on a sharp decline in the sales of the products of Vardhman Fashions Ltd. Mumbai, along with recommendations to arrest the same. (18)

OR

Q.1. As a secretary of Gujarat Chemicals Ltd. Surat, draft a report on the labour problem offering suggestions to solve the problem. (18)

Q. 2. Draft the text of a speech welcoming an eminent personality from the world of commerce and industry on the occasion of a function organized by your institute. (17)

OR

Q.2. Draft the text of a speech bidding farewell to a senior officer of your company who is going to join a multinational company. (17)

Q.3. Draft the minutes of the statutory meeting of Prima plastic Company Ltd., Naroda, Ahmedabad. (18)

OR

Q.3. Write the minutes of the Annual General Meeting of Grand Polymer Company Ltd., MIDC, Pune. (18)

Q.4. (a) Draft an effective sales letter to promote the sales of herbal face cream. (17)

Q.4. (b) Draft an application for the post of a chartered accountant furnishing necessary details to the General Manager, Vintage Paints, Ahmedabad.

OR

Q.4. (a) Draft an effective sales letter to promote the sales of a new brand of healthy cooking oil. (17)

Q.4. (b) Draft a suitable resume for the post of a sales executive.

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