

Seat No. _____



SARDAR PATEL UNIVERSITY
ON DEMAND EXAMINATION
B. Com. Sem.: VI

No. of printed pages: 01

[1]

UB06FCOM01 - ENGLISH & BUSINESS COMMUNICATION – VI

25th July 2023, Tuesday

Time: 10:00 A. M. to 12:00 P. M.

Total Marks: 60

- Note:** 1. Figures to the right indicate full marks.
2. Mention clearly the option that you attempt.

- Q-1.** As the secretary of the company, you are entrusted to report on the advisability of opening a welfare centre for the employees of Milcent Home Appliances Co., GIDC, VU Nagar, Anand. **15**
OR
- Q-1.** A committee has been appointed by the management of Poise Cosmetics Ltd., Surat to inquire into the causes of decline in sales of their cosmetic products. Draft a committee report explaining causes and giving some suitable suggestions to increase the sales.
- Q-2.** Prepare the text for your farewell speech for the farewell function of your Manager on the occasion of his retirement after a long service in your organisation. **15**
OR
- Q-2.** A senior colleague of yours has lost his life in an accident. At the condolence meeting to mourn his death, you have been asked to speak. Prepare the text of your speech.
- Q-3.** Draft the minutes of the statutory meeting of Oxemberg Scooters, M.G.Road, Mumbai. **15**
OR
- Q-3.** Write the minutes of the first meeting of Board of Directors of M/S Shah Desai & Co. Makarpura Vadodara.
- Q-4.A.** Draft an effective sales letter to promote the sales of recently launched motor cycle. **07**
B. Draft a suitable application for the post of a Chief Accountant to the Manager, Sanket India, Lambhvel Road, Anand. **08**
OR
- Q-4.A.** Draft an effective letter to promote the sales of any one of the following: **07**
1. Newly introduced detergent powder.
2. Electric Scooter.
- B.** Prepare a suitable resume for the post of a Sales Manager in Smart Bazaar, Anand. **08**
