

SEAT NO: _____



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[17/18]

SARDAR PATEL UNIVERSITY

B.Com. Sem.-VI (CBCS)

UB06ACOM 51/21: ENGLISH & BUSINESS COMMUNICATION-VI

3rd April, 2023 Monday, 10:00 AM to 01:00 PM

70 Marks

Note: Figures to the right indicate full marks.

- Q-1** Easy Write Ball Pens Ltd., Mumbai intends to start a factory of Ball Pen inks (Refills) in Gujarat. The secretary has been asked to visit Gujarat and prepare a report. **18**
- OR**
- Q-1** Prepare a committee report on the causes of labour unrest in a factory and suggest remedial measures. **18**
- Q-2** Prepare a speech to welcome the distinguished guests at a national level Conference organized by your company. Also include the theme of the conference in your speech. **17**
- OR**
- Q-2** Draft a condolence speech on the death of a colleague of your company. **17**
- Q-3** Draft the minutes of the Annual General meeting of Arahant Industries Pvt. Ltd., Ahmedabad **18**
- OR**
- Q-3** Prepare the Notice, Agenda and Minutes of the Statutory Meeting of a prestigious company of Mumbai. **18**
- Q-4(A)** Draft an application for the post of an Accountant mentioning all required details to the General Manager, Praj Industries, Baroda **09**
- (B)** Draft an effective sales letter to promote the sales of newly launched E-Scooter. **08**
- OR**
- Q-4(A)** Prepare a suitable resume for the post of a Marketing Manager. **09**
- (B)** Draft an effective sales letter to promote sales of Air-conditioners. **08**