

Seat No. \_\_\_\_\_



No. of printed pages: 01

**SARDAR PATEL UNIVERSITY**  
**B. Com. Sem.: VI EXAMINATION**

**UB06FCOM01 ENGLISH & BUSINESS COMMUNICATION – VI**

5th April 2023, Wednesday

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 Tata Chemicals Co. Ltd, Industrial Estate, Mithapur (Saurashtra), draft a feasibility (selection of site) report of opening of company's new production unit (factory) at Vadodara.**

**OR**

**15**

**Q-1. As the secretary of ABC Home Appliances Ltd., Noida, draft a report on the causes of decline in the sales of the company's products in Gujarat. Suggest measures to boost up the sales.**

**Q-2. Prepare the text for your condolence speech to mourn the untimely death of a senior colleague.**

**OR**

**15**

**Q-2. Draft a farewell speech for valedictory function of a senior officer on the occasion of his retirement after a long career in the company.**

**Q-3. Draft the minutes of the statutory meeting of XYZ Cycles Ltd.**

**OR**

**15**

**Q-3. Write the minutes of the Annual General Meeting of Gujarat Scooters Ltd.**

**Q-4.A. Draft an effective sales letter to promote the sales of a smart Android T.V. set.**

**07**

**B. Draft a suitable application for the post of a Junior Sales Executive to the Manager, Sales India, College Road,**

**Nadiad.**

**08**

**OR**

**Q-4.A. Draft an effective letter to promote the sales of any one of the following:**

**07**

1. Readymade garments. (Summer collection)
2. Sports Goods/Equipments.

**B. Prepare a suitable resume for the post of an Office Assistant in a multi speciality hospital in Anand.**

**08**