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(A-53) Seat No: \_\_\_\_\_ No. of Printed Pages : 1

SARDAR PATEL UNIVERSITY

B.Com. Semester VI

(CBCS) NC (2010 Batch)

Subject: English and Business Communication VI

Subject Code: UB06FCOM02/04

Tuesday

Date : 3/5/16

Time: 2.30 Pm. to 4.30.Pm

Marks: 60

Q.1. As the secretary of Hindustan Chemical Company Ltd., New Delhi, draft a report on the advisability of opening company's new factory at Vadodara giving necessary details. (15)

OR

Q.1. Draft a committee report on the sharp decline in the sales of the whole range of home appliances manufactured by Tulip Home Appliances Ltd. Mumbai, offering constructive suggestions to boost up the sales. (15)

Q.2. As the general secretary of the organizing committee draft the text of a speech proposing a vote of thanks at the end of the national seminar on "THE GLOBAL RECESSION" organized by your college. (15)

OR

Q.2 Draft the text of a speech welcoming a famous personality who has been invited to preside over a function organized by the Lion's Club of your city. (15)

Q.3. Draft the minutes of the first meeting of the Board of Directors of Diamond Cable Co. Ltd. Surat. (15)

OR

Q.3. Draft the minutes of the Statutory meeting of Provogue Fashions Ltd., Pune. (15)

Q.4 (A) Write an effective sales letter to promote the sales of a Smart phone. (08)

Q. 4 (B) write an application for the post of an accountant to the Chief Account Officer, Pragati Steel Company Ltd., Vallabh Vidyanagar. (08)

OR

Q.4 (A) Write an effective sales letter to promote the sales of a 'low calorie diet'. (08)

Q. 4 (B) Write an appropriate resume for the post of a computer programmer. (07)

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