

[A-40]

SARDAR PATEL UNIVERSITY
B Com VI Semester Examination
2010 Batch

Tuesday, 10th April, 2018
English & Business Communication VI UB06FCOM02/04
02:00 pm to 04:00 pm

Marks: 60

Que. 1 As the Secretary of Relaxo Footwear Ltd., draft a report on the sharp decline in the sales of company's products in Gujarat Region offering constructive suggestions to improve the situation. (15)

Or

Que. 1 The employees of New Gujarat Textile Company Ltd. have gone on indefinite strike pressing the management for certain demands, draft a committee report on this labour problem and offer suitable measures to solve the problem in an amicable manner. (15)

Que. 2 Draft the text of a speech proposing a vote of thanks at end of the seminar organised by your college. (15)

Or

Que. 2 Prepare a Condolence speech you would like to deliver on the occasion of untimely death of a Colleague. (15)

Que. 3 Draft Notice, Agenda, and Minutes of the Annual General Meeting of Jiyanshi Chemicals Ltd., Mumbai. (15)

Or

Que. 3 Draft the Minutes of the Statutory Meeting of Ruby Textile Company Ltd., Ahmedabad. (15)

Que. 4 a). Draft an effective Sales Letter to promote the sales of a Water Purifier. (08)

Que. 4 b). Draft an application for the post of a junior account to the general manager of Ambica marketing company, Ashram Road, Ahmedabad, furnishing necessary details. (07)

Or

Que. 4 a). Draft an effective Sales Letter to promote the sales of a new digital camera recently launched by Nikon Ltd. (08)

Que. 4 b). Draft an appropriate resume for the post of a Junior Clerk in commerce college. (07)

—X—