

[127/A-30]

Seat No. ....

No. of total printed pages :1

**SARDAR PATEL UNIVERSITY**  
**B.Com. Semester-VI Examination**  
**26<sup>th</sup> March 2019**  
**English & Business Communication-VI**  
**UB06FCOM01**  
**Time: 2.00 P.M to 4.00 P.M.**

**Total Marks :60**

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

**Q. 1.:** Draft an **individual report** on the fire broke out in the dispatch department of the company showing the causes of the fire and suggesting precautions for future. **15**

**OR**

**Q. 1. :** Draft a **committeereport** on behalf of an automobile company on the feasibility of establishing a new production unit in one of the major industrial cities of Gujarat, with your **positive** recommendation. **15**

**Q. 2 :** Draft a **speech** for the occasion of **inauguration** of a very important conference giving the outline of it. **15**

**OR**

**Q. 2 :** Draft a **farewellspeech** for **valedictory** function of a senior officer on the occasion of his retirement after a long career in the company. **15**

**Q. 3 :** Draft the **notice** and **agenda** for the very first meeting of the Board of Directors of **FiveStarCompany**, Mumbai. **15**

**OR**

**Q. 3 :** Draft **minutes** of the Board of Directors' meeting held prior to the annual general meeting of the Company. **15**

**Q. 4A :** Draft a letter to **promote** the **sales** of Air-Conditioners and Air-Coolers, as the manager of a new show-room. **08**

**Q. 4B :** Draft a **resume** for the post of a **ComputerProgrammer** in a multi-national company. **07**

**OR**

**Q. 4A :** Draft a letter to **promote** the **services** provided by your **company** of repairing all kinds of domestic appliances like washing machines, mixers, TV sets, computers etc., as the manager of Quick Solution Company, Ahmedabad. **08**

**Q. 4B :** Draft a **resume** for the post of a **Teacher in English** required in **Higher Secondary School** of Anand. **07**

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