

[A-29]

SEAT No. _____

No. of Printed Pages : 2

SARDAR PATEL UNIVERSITY
BCom(Gen) (Sem VI) EXAMINATION (2010 batch)
Tuesday, 26 March 2019
Time: 2.00 pm to 4.00 pm
English and Business Communication – VI
UB06FCOM02/04

- Note:** 1. Figures to the right indicate full marks to the questions concerned.
2. Your answers must be precise.
3. Maximum Marks: 60
4. All questions carry equal marks.

Q-1 The workers of Fenny Mills, Surat have threatened to go on strike if their demands are not met. A Committee has been appointed to look into the workers' problems, and suggest suitable recommendations to improve the situation. Draft the report of the Committee for submission to the Board of Directors.

OR

Q-1 The Board of Directors of Raina Cosmetics, Mysore have entrusted their Secretary to investigate the causes of decline in the sales of their cosmetics in Gujarat. Draft the report of the Secretary suggesting ways to arrest the decline.

Q-2 As the Staff Secretary of a reputed Company draft the speech you would deliver on the occasion of the condolence meeting held to mourn the death of a Senior Executive of the Company in a serious road mishap.

OR

Q-2 Draft the speech you would deliver as the Chief Guest on the occasion of the inaugural function of a Ten Day Camp of the NSS Unit of a Commerce and Management College in a remote village in Gujarat.

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(P.T.O)

- Q-3** Draft the Minutes of the First Meeting of the Board of Directors of Vishwa Industries Ltd, Bhuj.

OR

- Q-3** Write the Minutes of the Statutory Meeting of Prachi Pharmaceuticals Ltd, Mumbai.

- Q-4 (A)** As from the General Manager, Roy Publications Ltd, Goa draft an effective sales letter announcing special attractive offers on bulk purchases of their books.

(B) Draft an application in response to an advertisement in *The Times of India* for the post of a Senior Executive (Finance) in a reputed Multinational Company.

OR

- Q-4 (A)** Draft a letter to promote the sales of *any one* of the following:
- A digital camera with unique features
 - A double door refrigerator with digital inverter technology

(B) Prepare a Résumé for the post of a Junior Clerk in an educational institution.

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