

SEAT No. _____

No. of Printed Pages : 1

[64]

SARDAR PATEL UNIVERSITY
SY B.COM (IA/CB&I) Honours Examination, Semester- III

Monday, 4th January, 2021

Time: 2:00 pm to 4:00 pm

Intermediate Language & Communication Skills

UB03ACOH51

Total Marks: 70

- Note: 1. Attempt any 4 (Four) questions out of 8 (Eight) questions.
2. All questions carry equal marks.

- Q1. Draft an inquiry letter on behalf of Kamal Desai & Bros. Enquire about price, catalogue, and term of payment of, mode of delivery for dress material.
- Q2. Draft a complain letter on behalf of D.S Jain & Bros. Complain that milk tins ordered by them arrive in a damaged condition.
- Q3. Draft a sales letter for Summer Holiday package covering with North part of India.
- Q4. Write paragraph on 'Students should get limited access to the Internet.'
- Q5. Draft a Thank you Speech on the occasion of Annual Function at your college.
- Q6. Write a detailed on Mr. Lord Illingworth.
- Q7. Describe Mrs. Arbuthnot in your point of view.
- Q8. Write a character sketch on Gerald Arbuthnot.

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[1]