

Seat No : _____
[A-C]

No. of Printed pages: 01

SARDAR PATEL UNIVERSITY
TYBCOM (External) EXAMINATION
2019 -20 (Due to Covid Crisis)
Tuesday, 18th August 2020
11:00 a.m. to 01:00 p.m.
EN- 303– English & Business Communication - III

Total Marks: 70

- Q-1 Describe in detail Krishna's spiritual reunion with Susila's soul. 17
- OR
- Q-1 Write a detail note on Krishna's search for house. 17
- Q-2 Write Notes on: 18
1. Internet
 2. Paralanguage
- OR
- Q-2 Write Notes on: 18
1. E-Mail
 2. Kinesics
- Q-3 As the Development Officer of Khyati Foods Pvt. Ltd. Vadodara, draft a report on the selection of site for setting up a new fast food restaurant near Anand. 17
- OR
- Q-3 1. Draft a speech giving farewell to retiring colleague of your office. 17
2. Entire Gujarat is coping with heavy rain. Write a press report to be published in a newspaper.
- Q-4 Draft the minutes of the Annual General Meeting of Om Traders Limited, Mumbai, which was held at its Registered Office in Mumbai. 18
- OR
- Q-4 Write a sales letter to promote the sales of washing machine manufactured by your company 18

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