

code-35301

Third Year B. Com. Examination

2014-2015

Business Communication : Paper - III

Time : 3 Hours]

[Total Marks : 100

Q-1 (a) Write a letter on behalf of 'Anjana Electronics', Ahmedabad requesting the Bank Manager to issue a duplicate key of deposit vault. 10

OR

Q-1 (a) As a Bank Manager draft a letter to your customer who ask for stop payment of cheque. 10

Q-1 (b) Write a letter on behalf of divisional manager of LIC India, Bhavnagar guiding a nominee about valid death claim. 10

OR

Q-1 (b) As a policy holder ask for surrender value of your policy. 10

Q-2 (a) Write a letter on behalf of the secretary of national steel Co. LTD, Ahmedabad, to the union leader of the N.S.Kumar to with draw the notice of strike & come forward for negotiation with the management. 10

OR

Q-2 (a) Write a letter on behalf of a secretary of ISC requesting a director to purchase qualification shares. 10

Q-2 (b) Write a letter on behalf of M/s. Phillips India Ltd., Mumbai to M/s. Sound Palace Trading Corp., Gauhati refusing to grant the agency. 10

OR

Q-2 (b) Letter of Termination of agency. 10

Q-3 (a) Draft a letter to your Assistant sales manager informing him about his promotion to the post of manager sales of the company. 10

OR

Q-3 (a) As a senior manager draft a testimonial to be given an eminent manager to your company. 10

Q-3 (b) Draft a circular letter on any one of the following: 10

- (1) Festival Sale
- (2) Dismissal of an employee
- (3) Shifting of premises

Q-4 (a) Draft Notice and Agenda on any one of the following: 10

- (1) First Board Meeting
- (2) Statutory Meeting

Q-4 (b) Write minutes on any one of the following: 10

- (1) Meeting held prior to AGM
- (2) Routine Board Meeting

Q-5 (a) Write a letter to Akash Industry about favorable reply in favor to Mr. K.Krishnamurti, wholesale dealer of food product. 10