

code-35301

**Third Year B. Com. Examination**

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

OR

Q-5 (a) As a Bank Manager of SBI give a reply about your customer's poor financial condition to 'Pioneer Trading Company' Junagadh. 10

Q-5 (b) Read carefully the following market and answer the questions given it: 10

**Satyam Drags Sensex Down 749 pts.**

Our Bureau  
Mumbai

An accounting fraud was the last thing investors in India would have imagined as a trigger for reversal in investor sentiment is already brittle and is likely to affect the image of Indian Companies among foreign portfolio investors.

Such concerns were already reflected in Wednesday's trading activity, with the BSE's 30 share sensex tumbling 749.05 points or 7.25% to 9586.88 and NSE's 50 share. Nifty ending at 2920.40, down 192.80 points or 6.18%. The rout extended to the broader indices, with the losers in BSE outnumbering gainers by 5.1. The companies that are perceived to have poor corporate governance standards received a hammering on the bourses. Fund managers said the revival of India's position as a preferred investment destination would depend on the speed of regulatory action to salvage the situation.

Foreign and domestic institutions sold Indian shares worth Rs. 1111.25 crore and Rs. 505.49 crore respectively on Wednesday, as per provisional NSE data. The foreigners had turned net buyers in India last week after having sold through most of 2008.

Brokers said the gains in Infosys and Wipro, when Satyam slumped nearly 78% is on indication of continuing confidence in the software sector. The local mutual funds are believed to have used the proceeds from Satyam's sale to buy other top software companies.

**Questions:**

- (1) State the trend of the market and its reasons.
- (2) What is the close sensex of BSE-30 share and Nifty on Wednesday?
- (3) How much are the total sold off the shares by the foreign and domestic institutions?
- (4) What is the condition of Infosys and Wipro?
- (5) Explain the following terms: (i) Slump (ii) Bear Hammering