

Q: 1: A – Write a letter to a customer on behalf of the branch manager informing that his security to cover an overdraft has depreciated and also ask him to provide additional security or reduce the amount of the overdraft. [10]

OR

A – Draft a letter on behalf of Astha Electronics Store, Bhavnagar, to the branch manager, Bank of Baroda, Bhavnagar asking the reason for not granting his loan.

Q: 1: B – Write a letter on behalf of a policy holder to the manager of LIC India, Bhavnagar Branch inquiring about the surrender value of his Life Policy. [10]

OR

B – Write a letter on behalf of the Divisional Manager of LIC India, Bhavnagar guiding a nominee about the procedure for lodging a death claim.

Q: 2: A – Draft a letter on behalf of the secretary of Reliance Industries Ltd., Jamnagar to the union leader about the settlement of workers' dispute. [10]

OR

A – As a secretary of Trishul Cotton Mills, Mumbai, write a letter to one of the directors briefing him about an important decision taken in the meeting in which he had been absent.

Q: 2: B – Draft a principal's letter terminating an agency giving reasons for the same. [10]

OR

B – You have been offered the sole agency for the Saurashtra region for popular brand of cell-phones. You are willing to act as an agent but are not satisfied with the terms and conditions offered. Draft a suitable letter for the same.

Q: 3: A – Write a testimonial in favour of the employee who is planning to join another company for better job prospects. [10]

OR

A – As a secretary of M/s Jain & Co., Bangalore, write a letter to the Assistant Manager of your company, promoting him to the post of General Manager.

Q: 3: B - Draft a circular letter on any ONE of the following: [10]

- (i) Opening a new branch
- (ii) Death of a partner
- (iii) Festival Sale

Q: 4: A – Draft Notice and Agenda on any ONE of the following:

[10]

- (a) Routine Board Meeting
- (b) Statutory Meeting

B – Write minutes on any ONE of the following:

[10]

- (a) Annual General Meeting
- (b) Extra Ordinary General Meeting

Q: 5: A – Write a letter on behalf of Vatsal Constructions Pvt. Ltd., Bhavnagar to their bankers asking about credit reference of Kaveri Construction Company, Rajkot who have asked to supply them cement worth Rs. 15,00,000/- of 60 days.

[10]

OR

A – Draft a reply to the above mentioned letter giving favourable opinion.

B – Study the following report carefully and answer the following questions:

[10]

PIVOTALS GAIN AFRESH ON DALAL STREET

(By our Market Reporter)

Mumbai, March, 10.

Cheerful conditions prevailed in the post-budget session on Bombay Stock Exchange and most of the shares scored handsome gains on sustained renewed support. Today the trading activity was brisk and an understone was firm.

The bullish trend was attributed to the encouraging budget proposals and relief in tax on divided income. Marketmen heaved a sign of relief in tax on finding no further taxes on heavy industries and wealth. The concession on divided income toned up the stock markets with fresh investments and bull support. Encouraging advices from upcountry markets also helped in revitalizing the market.

In textiles, Bombay Dyeing Century Mills and Raymonds Textiles closed higher. In steel, Tata Steel scored handsome gains of Rs. 15/- closing at rate Rs. 455/- and was quoted higher around Rs. 495/- in kerb deals. Engineering and shipping were better.

In cash section almost all the counters were cheerful. Baroda, Noci, Scindia and Grasim scored moderate gains.

- Questions:**
- (i) What was the trend of the market in the post budget session? Why?
 - (ii) Which tax proposal improved the trend in the market?
 - (iii) What was the opening price of Tata Steel?
 - (iv) Which shares scored gains in the cash section?
 - (v) Explain following terms:
 - (a) Kerb Deal
 - (b) Bull Loading