

Third Year B. Com. Examination
October / November - 2015 35301
Business Communication : Paper - III

Time : 3 Hours]

[Total Marks : 100

- Q-1 (a) Write a letter on behalf of the bank manager to a customer asking for additional securities to cover the O/D limit sanctioned by the bank. 10
- OR
- Q-1 (a) Write a letter on behalf of a customer complaining to the bank manager regarding dishonoring of cheque in spite of sufficient balance in his A/c. 10
- Q-1 (b) Write a letter on behalf of the branch manager of LIC advising a policy holder not to surrender his policy. 10
- OR
- Q-1 (b) Write a letter on behalf of the branch manager of LIC informing policy holder about lapsing of your policy due to non-payment of premium. 10
- Q-2 (a) Write a letter on behalf of the secretary of a joint stock co. to the union leader about the settlement of workers disputes. 10
- OR
- Q-2 (a) Write a letter on behalf of the union leader expressing thanks to the board of director for favorable settlement of the demand forwarded by the worker. 10
- Q-2 (b) Write a letter on behalf of Guj. Automobiles Pvt. Ltd. Applying to Maruti Udyog, New Delhi for agency of Cars for Saurashtra and Kutch Region. 10
- OR
- Q-2 (b) Write a letter on behalf of the secretary of Maruti Udyog Ltd., New Delhi appointing Guj. Automobiles Pvt. Ltd., Rajkot as their authorised dealer for Saurashtra and Kutch Region. 10
- Q-3 (a) Draft an appoint letter to Shri S. K. Kumar as a Marketing Manager to your Company. 10
- OR
- Q-3 (a) As a Branch Manager of Ahuja Plastic Ltd., Jamnagar draft a resignation letter to your company. 10
- Q-3 (b) Draft a Circular letter on any one of the following: 10
- (1) Opening of a New Branch
 - (2) Admission of Partner
 - (3) Price Rise
- Q-4 (a) Draft Notice and Agenda on any one of the following: 10
- (1) Meeting Prior to AGM
 - (2) Routine Board Meeting
- Q-4 (b) Write Minutes on any one of the following: 10
- (1) Extra Ordinary General Meeting
 - (2) Annual General Meeting

Q-5 (a) Draft a letter on behalf of the Bank Manager informing about your customer's sound financial condition to M/s. Krishna Kaveri Construction Company, Rajkot. 10

OR

Q-5 (a) Draft a letter on behalf of Manish Bearing Pvt. Ltd., Ahmedabad regarding the credit status of 'Patson and Sons', Baroda their experience has not been a satisfactory one draft a letter giving their frank opinion. 10

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

PIVOTALS GAIN AFRESH ON DALAL STREET

(By our Market Reporter)

Mumbai, March 7

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 the undertone was firm.

The bullish trend was attributed to the encouraging budget proposals and relief in tax on dividend income. Marketmen heaved a sigh of relief on finding on further taxes on heavy industries and wealth. The concession on dividend 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 Rs.455/- and was quoted higher around Rs.495/- in kerb deals. Engineering and Shippings were better.

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

Questions:

- (1) What was the trend of the market in the post budget session? Why?
- (2) Which tax proposals improved the trend in the market?
- (3) What was the opening price of Tata Steel?
- (4) Which shares scored highest gains in the cash section?
- (5) Explain the following terms: (i) Kerb Rates (ii) Bull Loading