

VIDYA VIKAS MANDAL'S
SHREE DAMODAR COLLEGE OF COMMERCE AND ECONOMICS
S.Y.B.B.A. (FS). SEMESTER- IV
SEMESTER END EXAMINATION, APRIL 2016

SOFT SKILLS-III

Duration: 1 Hour

Maximum Marks: 30

Instructions:

- (i) All questions are compulsory.
- (ii) Figures to the right indicate full marks.
- (ii) Begin each question on a new page.

Q.I.A. Draft a Job Application and a C.V. for the post of Manager (Finance) at Singhal Trading Company Pvt. Ltd, Bhubhaneshwar-Orissa. (10)

OR

Q.I.B. Attempt the following:

(i) Draft a letter of acceptance to Malox Pharmaceuticals Pvt. Ltd., Mumbai for the employment offer received by you from them. (05)

(ii) Draft a letter of resignation to Galworths Automobiles, Chennai explaining your dissatisfaction at work after serving them for 15 years. (05)

Q.II. A. Attempt the following:

(i) Draft a letter of congratulations to a junior colleague on receiving a bravery award at the hands of the President of India at the Republic Day function. (05)

(ii) Draft a letter of invitation to the retiring Chairman of your organisation inviting him and his family for the farewell ceremony organised by you. (05)

Q.III.A. Answer any two of the following questions: (2*5=10)

- (i) State and explain the eight types of interviewers you may face in an interview.
- (ii) How should an interviewer prepare for the conduct of an interview?
- (iii) Explain the 4 C's of Commercial Correspondence in detail.
- (iv) Explain the need and importance of letter-writing.

*****ALL THE BEST*****