

BUSINESS COMMUNICATION

Duration: 2 hours

Marks: 80mks

Intructions: - **All main questions are compulsory.**

Figures on the right indicate full marks.

Q. I. Write an application letter and an accompanying C.V for **any one** of the following advertisements. **(15)**

- 1) Bharat Sanchar Nigam Ltd is looking for a head accountant for their Margao Branch. Draft an application for the same.
- 2) Magsons Super Store is looking for part time store managers working in shifts of four to five hours. Draft an application for the same.

Q.II. Write a report on **any one** of the following topics in about 250 to 300 words. **(15)**

- 1) Write a progress report on three officers and ten office assistants of the manufacturing department of your firm, Zeal Pharma Pvt Ltd.
- 2) As the discipline in charge of your college for the academic year 2017-18 you have been asked to prepare a report on improving the discipline standards in your college. Draft a report for the same.

Q. IIIA) answer **any one** of the following. **(04)**

- 1) You are a journalist at Chef's Choice, a food magazine house. Draft a memo, asking your colleagues for suggestions to start a new column in the magazine.
- 2) As the Nature Club in-charge at ABZ College, Vasco draft a notice informing all Second Year and Third year students about a trek to Chandreshwar Parvath.

Q IV) answer **any four** of the following questions. **(4x5=20)**

- 1) Explain the process of filing an RTI.
- 2) What is the basic objective of the Right to Information Act?
- 3) Elaborate the course of action that can be taken if an RTI application is not answered within thirty days.
- 4) What is Suo Motu Disclosure? Mentions any two points listed under the same.
- 5) List the duties of an Assistant PIO.
- 6) List the kinds of information a PIO officer is exempted from.

B) Answer any one of the following .

(06)

- 1) As the General Secretary of Student Council, at ABZ College, Vasco, draft a letter to Zenith Event Managers pvt ltd, asking them to provide you with a quotation to organize "Persepolis", the All- Goa film festival of your college. Request them for details of venue, sound system, screening requirements and decoration involved.
- 2) As the Human Resource head of Persistent Systems, Goa you have recently appointed an assistant manager under the software development department. Write an appointment letter to the newly recruited manager.

Q V) Answer any one of the following.

(8)

- 1) Draft an inquiry letter to Mr Prakash Sabnis, Proprietor of Sapna Book House, Bangalore, Karnataka inquiring about the availability of Business Finance Textbooks for SYBCom course, in Hindi and Kannada. You are Ms Prachi Desai, Assistant Professor of Commerce at Mt Carmel College, Bangalore.
- 2) As the proprietor of Shah Super Stores, place an order for two hundred "wolf" brand, expensive umbrellas and three hundred non-branded, affordable umbrellas to prepare yourself with the required stock for monsoon sales.

Q. VI) Answer any one of the following

(12)

- 1) You are a freelance columnist. Write a feature within 350 words, on current trends in the world of health and fitness.
- 2) As members of an active NGO in Goa, draft a petition to the state government asking them to take action against the rise in drink and drive cases and addressing the issue of rising number of deaths among teens due to excessive alcohol abuse.