

**BUSINESS AND PUBLIC COMMUNICATION**

**Duration: 02 hrs**

**Marks: 80**

*Instructions:*

- All questions are compulsory
- Figures to the right indicate full marks
- Begin each question on a new page

- I.** Answer **any four** of the following (16)
1. Explain Referee and reference letter
  2. WASP
  3. Different types of order letters
  4. Explain any four types of panel members
  5. Job boards
  6. Structure of a long report

- II.** Answer **any four** of the following (16)
1. Appellate Authority
  2. Explain Show cause notice
  3. Explain any two types of reports
  4. Significance of representation letter
  5. Contents of a complaint letter
  6. Explain Third Party Information

- III.a.** How does one file an RTI appeal? (12)

**OR**

- b.** The function and social relevance of rti. (12)

- IV.a.** The NSS members of your college had gone for a nine day camp. Draft a report (12)  
of the camp to be submitted to your NSS coordinator. Include your recommendations for  
future camps

**OR**

- b.** Draft a memorandum to an employee who has not completed the task allotted to (12)  
him/her despite oral reminders.

V.a. Draft an application letter in reply to any one of the following advertisement: (12)

**URGENTLY REQUIRED**

*FRESH COMMERCE GRADUATES*

A well-established group requires **FRESH COMMERCE GRADUATE** with at least +65% marks in accounting/cost accounting and maths/statistics for the position of **ASSISTANT ACCOUNTS** in Verna Industrial Estate.

Qualification: B.Com

Skills : Proficient in MS Office (Excel) and Browsing Internet, Good analytical and writing skills, able to work long hours and meet deadlines

Age: Between 20 to 27 years.

Interested candidates may apply along with their CV within Seven days to The Manager, Tristian Ltd, Verna Industrial Estate.

**OR**

**JOB OPPORTUNITY**

A well reputed educational institution needs the services of a young graduate with accounting background, computer skills and office routine experiences. Reply within seven days with CV along with the application letter to The Director, EduTech ltd, Panaji.

VI.a. Draft a tender notice, calling forth qualified applicants to cater for your company's (12) annual lunch (for 800 people approximately)

**OR**

b. Your college has conducted a workshop on 'how to face interviews'. Draft a press (12) release to be submitted to a newspaper of your choice.

\*\*\*\*\*