

Vidya Vikas Mandal's
Shree Damodar College of Commerce & Economics, Margao
S.Y.BBA, Semester End Examination, Semester IV, April 2015

SOFT SKILLS- III

Duration: 1 Hour

Total Marks: 30

Instructions:

- i. *All questions are compulsory.*
- ii. *Figures to the **right** indicate **maximum** marks.*

1. Throw light on the principles of commercial correspondence and the use of language in business letters? (10)

OR

Write short notes on any two of the following:

- (a) Head Address
- (b) Inside Address
- (c) Copy to (CC)

2. Write a letter to your colleague appreciating him/her for his/her excellent performance in sports/games. (10)

OR

As the employer write a letter of condolence to the staff member who has lost his/her family member.

3. What are the types of interviews? Write short notes on any two. (10)

OR

How should a candidate prepare for a job interview? Elaborate

-----X-----