

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

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