

2022

ENGLISH — GENERAL

Paper : SEC-A-2

(Business Communication)

Full Marks : 80

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

1. (a) Write a letter to the Manager of Patton Works Ltd., placing an order of ten water tanks within a month. 15

Or,

- (b) Draft a letter on behalf of a business concern to its customer requesting extension of time for delivering 800 LED lamps. 15

2. (a) Write an application to the Principal of a college, for an advertised post of a Guest Lecturer in History, enclosing your curriculum vitae (C.V.). 15

Or,

- (b) Write a letter to the Human Resources Manager (HR Manager) of a newspaper requesting for a placement as a journalist, attaching your resume (C.V.). 15

3. (a) Draft an e-mail to the Manager of ABC Company requesting for sick leave. 15

Or,

- (b) Write an e-mail from the Manager of Excel Cleaners' Ltd., to the Principal of XYZ School, for considering their cleaning services of the school premises. 15

4. (a) Write a report, as a Company Secretary, to the Chairman, regarding grievances of the employees and offering recommendations. 15

Or,

- (b) Write a newspaper report on a major landslide that occurred in Himachal Pradesh during the rainy season. 15

Please Turn Over

5. Write the minutes of the Annual General Meeting to be held on 12/02/2023 at 10 a.m. in Green Friends' Club based on the notice given below : 20

- (a) Confirmation of the minutes of the previous meeting
- (b) Matters arising thereof
- (c) Election of a new Treasurer
- (d) Fund raising activity for purchasing chairs and tables
- (e) Miscellaneous.

All members are requested to be present.
