

**Paper : SEC-A-2****(Business Communication)****Full Marks : 80**

1. (a) As the librarian of Happy Home Charitable School, Kolkata, place an order of school books and other story books for the school library with XYZ Book Shop, College Street. 15

*Or,*

- (b) Write a letter to the Manager of a reputed sports equipment manufacturing company, enquiring about the delay in the supply of the sports equipment to your concern. 15
2. (a) You are applying for the post of a Primary Teacher in a School. Write an application to the Principal of that School with your full C.V. and a covering letter. 15

*Or,*

- (b) Write an application letter to the Head of an academic institute; requesting for a placement as a Computer Assistant (in School office), with your full C.V. and a covering letter. 15
3. (a) Write an e-mail to the Principal of your college, requesting for free studentship. 15

*Or,*

- (b) Write an e-mail to the H. R. Manager of your company informing him of your absence and the cause of it. 15
4. (a) Recently your college held a seminar on 'Conservation of Water'. As the class representative of your college, write a report, of the same, for a local daily. 15

*Or,*

- (b) Write a newspaper report on the Opening Ceremony of ICC World Cup Cricket, 2023. 15
5. Write the minutes of the Annual General Meeting of a Sports Club to be held on 2nd January, 2024 at 5pm., in the club premises, based on the notice given below : 20
- (a) Confirmation of the minutes of the previous meeting
  - (b) Matters arising thereof
  - (c) Selection of new football coach
  - (d) Starting chess classes
  - (e) Allocation of funds for purchasing new sports equipments
  - (f) Election of new Sports Secretary
  - (g) Miscellaneous.

All members are requested to be present.

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