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. You are a sales representative of your company. Write a letter to ABC Enterprises introducing one of your new products. 15

Or,

Write a letter from an Airlines company to a passenger informing her/him that her/his lost luggage has been retrieved and is ready for collection from the Airlines office.

2. Write a CV in response to ***any one*** of the following advertisements : 15

Teacher of Hindi Required

XYZ Coaching Centre requires a teacher in Hindi for the students having Hindi as the second language in schools. Candidates with a B.A. (Hons. or General) degree and with proficiency in Hindi are invited to apply with CV to 001 ABC Avenue, Kolkata.

Or,

Make-up Artist Required

ABC Salon is looking for a trained make-up artist with at least 4 years' experience in the field, for the purpose of in-salon bridal make-up. Interested candidates are invited to apply with CV to ABC Salon, XYZ Mall, CBR Street, Kolkata.

3. Write an email to XYZ Electronics complaining about a defective product you bought at their retail outlet. 15

Or,

Write an email to your employer asking for payment for a business trip.

4. Write a newspaper report on a recent dog-show event hosted in your city. 15

Or,

Write a report on the sales performance for the financial year 2021-22.

5. Draft minutes of the meeting based on the Notice given below : 20

Notice

A meeting of all police personnel of XYZ Police station will be convened on 11th February, 2022 at 1 p.m. in the O.C.'s chamber to discuss the following agenda :

(a) Number of pending cases of theft and arson over the last month.

(b) The matter related to the retirement of a senior officer.

(c) Recruitment of a new sweeper for the police station.

(d) Miscellaneous agenda.

All personnel are requested to attend.

Date : 02.02.2022