

2022

ENGLISH — HONOURS

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. Write a letter of complaint to the service provider regarding poor internet service available at your workplace. 15

Or,

Write a letter to the Municipal Corporation for regular garbage cleaning at your college. 15

2. Write a C.V. to be attached with a job application letter in response to any one of the following advertisements. 15

Interior Designer Needed

ABC Home Builders requires innovative and talented interior designers with minimum two years of experience in the field. Apply with C.V. within 31st January, 2023 to Box No. 4230, DEF Newspaper, New Delhi.

Or,

Librarian Required

XYZ School of Business Administration invites applications with C.V. from candidates with five years of experience as librarian for the post of Assistant Librarian. Apply within 15 days to Box No. 3535, MNO Newspaper, Bangalore.

3. Compose an e-mail to the Principal of your college to seek his/her permission to attend an out-station workshop. 15

Or,

Draft an e-mail to invite a local self-defence training institute to organize a training camp at your college. 15

4. Write a newspaper report on a recently concluded sporting event. 15

Or,

Write a report on a student welfare programme organised by your college. 15

Please Turn Over

5. Draft the minutes of the Students' Council meeting that took place on 05.08.2022 in response to the given notification. 20

Notice

A Student's Council General Body Meeting shall be held on 05.08.2022, at 10:30 AM in the Council room to discuss the following agenda :

- (a) Confirmation of minutes of the previous General Body meeting of the Students' Council.
- (b) Matters arising out of the minutes.
- (c) Election of the members of clean and green committee.
- (d) Organising Freshers' Welcome.
- (e) Misc.

Date : 20.07.2022

Secretary
Students' Council
XYZ College
