

1058

B.A./B.Sc.(General)-6th Semester**Functional English**

Paper: Office Communication for Business

Time allowed: 3 Hours

Max. Marks: 45

NOTE: Attempt five questions in all.

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I. You are sales officer with a company that manufactures domestic appliances. How will you convince public about the purchase of products of your brand? (9)

II. Write a Curriculum Vitae for the post of district manager in a telecommunication company.

OR

Write a letter to the Managing Director of a company complaining against wrong delivery of a mobile phone you demanded online. (9)

III. You are working in a firm that manufactures water purifiers. Prepare a survey report to provide a feedback on the need for sale-cum-public awareness camp to be organized to boost its sale. (9)

IV. Write notes on the following: -

- (a) Agenda
- (b) Minutes writing
- (c) Writing a notice to call a meeting
- (d) Preparing notes (9)

V. Discuss the various methods of mass communication adopted by business concerns for public relations and promotion of their sales. (9)

VI. Explain any six of the following business times briefly: -

- (a) E-mail
- (b) Memos
- (c) Office note
- (d) Market survey
- (e) Public Relations Department
- (f) Overdraft
- (g) Teleconferencing
- (h) Resume writing (9)

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