

Exam.Code:0006

Sub. Code: 0567

1057

B.A./B.Sc. (General) Sixth Semester

Functional English

Paper: Office Communication for Business

Time allowed: 3 Hours

Max. Marks: 45

NOTE: Attempt all questions.

x-x-x

- I. Write a curriculum vitae for the post of a Sales Manager.

OR

Write a letter to your customer apologizing to him for having failed to keep an appointment. (10)

- II. a) Draft a public notice regarding the general meeting of shareholders of a company.
b) Write a memo to the head accountant for not submitting the bills on time. (5,5)
- III. A company is alarmed at the increasing inefficiency of its staff. So it calls in a firm of business consultants to make investigations and submit a report. (10)
- IV. Read the following report carefully and summarize the main ideas of the report.
Give meaning of any four underlined words:-

Gentlemen:

In accordance with your instructions we sent our team to Amritsar to find out about the financial condition of the Malhotra Spinning Company, 23 Maqbulpura, Amritsar. Given below are our findings and recommendations.

The Premises

The Malhotra Spinning Company is spread over an area of about 1.5 acres of land. The main buildings are the main factory, about 4600 square yards in area, the administrative complex, about 1000 square yards, the General Manager's Bungalow, the Company's Guest House, canteen for the officers and workers, and a small dispensary for the workers.

The Machinery

The company, we learnt, bought second hand spinning machines from Robertson Spinning Industries, over two decades ago. Some of the machines are expensive to repair and difficult and time-consuming to operate. There seems to have been no attempt to buy the latest machines. Machinery is the weakest spot of the company.

P.T.O.

(2)

Staff

As the machines are old, a large number of workers have to be employed. The Company has at present one General Manager, three senior managers, six Deputy managers, 12 assistant managers, and 24 foremen. The number of skilled workers is 180, while the number of unskilled workers is 200. The company's monthly pay bill is forty lakh per month.

Assets

The Company is now running at a loss. This is why the proprietors want to dispose it off. But the company is not lacking in assets. The mere price of the land on which the factory is built is about 13 crore. Add to this, the buildings. After allowing for depreciation, they should total up to nearly 2 crore. (7)

- V. Through the help of illustrative methods try to persuade your prospective customers to buy:

An automatic emergency light battery

OR

A new brand of shaving cream. (8)

x-x-x