



US – 481

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IV Semester B.Com. Examination, May 2017
(Semester Scheme) (Repeaters)
(Prior to 2013 – 14)
COMMERCE

Paper – 4.2 : Business Communication (Part – B)

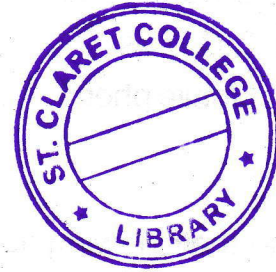
Time : 1½ Hours

Max. Marks : 50

Instructions : 1) Use **separate** answer booklets.
2) Section 'C' is **compulsory**.

SECTION – A

1. Answer question (a) and **any seven** of the remaining sub-questions for 2 marks each. (1+7×2=15)
- a) What is C.V. ?
 - b) Write the meaning of Layoff.
 - c) What is an internal memo ?
 - d) What is surrender value ?
 - e) Mention 2 advantages of laptops.
 - f) List any 4 duties of company secretary.
 - g) What is word processing ?
 - h) State any 3 contents of an interview letter.
 - i) What is teleconferencing ?
 - j) Who is an agent ?
 - k) Expand WAN, LAN.
 - l) Give the meaning of debenture.



P.T.O.



SECTION – B

Answer **any two** of the following questions. **Each** correct answer carries **fifteen** marks.

(2×15=30)

2. Write a letter to an applicant informing him of his appointment for the post of an accountant in your company, giving all the applicable terms of appointment.
3. As a manager, draft a memo to be given to one of your employees, whose attendance at the office is irregular and work not satisfactory.
4. As a secretary of a company, write a letter to a share holder, who has asked you for your advice regarding purchase of shares in the company.
5. Write short notes on
 - i) Word processing
 - ii) Computers
 - iii) E-Commerce
 - iv) C.C. TVs
 - v) Mobile phones

SECTION – C

Answer the following question **compulsorily**. Correct answer carries **five** marks.

(1×5=5)

6. Draft an office note announcing suspension of transactions for two days due to annual stock taking.
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