



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

Vidya Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Alto-Parvari, Goa

SEMESTER II END EXAMINATION – APRIL 2017

Sub: Business Communication

Class: S.Y.B.Com.

Max. Marks: 80

Duration: 2 Hours

INSTRUCTIONS : 1. All questions are compulsory
2. Figures to the right indicate maximum marks to the question

I. Answer briefly. (10 marks)

1. Define RTI and under which article it has given the status of Fundamental Right?
2. Which is the common postal address and electronic address to file RTI application?
3. What are the different expected outcomes of RTI application?
4. Explain the term Commercial English and Commercial Jargon?
5. What is the difference between Reference letter and Testimonial?

II. Write a short note on all the following questions. (20 marks)

1. What are the things needs to be considered while writing RTI application?
2. What are the things needs to be added while writing Resignation Letter?
3. Write a brief note on Report Writing
4. Define following terms
 - a. State Information Commission
 - b. Third Party
 - c. State Public Information Officer
 - d. State Chief Information Commissioner
5. Write brief note on Job Board

III. “The Hindustan Times” has advertised for the post of sales manager in The Navahind Times News Paper, dated 2/4/2017. Apply to above mentioned job with resume in detailed.

(15 marks)

IV. A . Mr. Rajesh has been appointed for the post of management trainee in Infotech Ltd. Write an appointment letter to him.

(10 marks)

B. As you have planned to start a new electronic showroom in Porvorim, write inquiry letter to the wholesale dealer (5 marks)

OR

A. As Mr. Kaushik is an honest and hardworking employee of Skylark Group of Companies and he deserves to be get promoted. Write promotion letter to him.

(10 marks)

B. As you have launched your new cosmetic business , write an order letter to the wholesaler (5 marks)

V. As you are the project head of newly constructing school, prepare a detailed report on undergoing project . (10 marks)

VI. Prepare a News Article on inaugural function of newly constructed college campus. (10 marks)

OR

A. As your employee is changing his job , give him a testimonial. (5 marks)

B. Write an invitation letter to Mr.Rajan, CEO of Ultratech Software Ltd by inviting him to the inaugural function of your Company Royal Enterprises. (5 marks)
