

PRABODHAN EDUCATION SOCIETY'S
VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION,
COMPUTER AND MANAGEMENT, VIDYANAGAR, PARVARI, GOA.
S.Y.B.COM SEMESTER END EXAMINATION
APRIL 2018 (REGULAR)
SUB: BUSINESS AND PUBLIC COMMUNICATION (B.C – II)

SEMESTER: IV CLASS: S.Y.B.COM DURATION: 2 Hrs MAX. MARKS: 80

Instructions: i. All questions are compulsory and have internal choice.
ii. Figures to the right indicate marks allotted.

Q1. Fill in correct answers in the following blanks: (10x1=10 Marks)

- a) The RTI Act covers the whole of India except _____.
- b) No RTI fee is required to be paid by any citizen who is _____ as per RTI Rules, 2012.
- c) Under the RTI Act 2005, you can ask for information from any _____.
- d) If an illiterate person wants to file an RTI, the _____ is obliged to write it down for him/her.
- e) The State Information Commission is an _____ body constituted under the RTI Act of 2005.
- f) The RTI Act came into effect on _____.
- g) If information concerns the life and liberty of a person, it should be provided within _____ hrs.
- h) There are _____ organisations which are exempted from providing information under RTI.
- i) The time period set for information to reach the RTI applicant is within _____ days.
- j) If information is not received within 30 days of receipt of RTI application, an appeal may be made to the _____.

Q2. Write a short note on any five of the following: (5x3=15 Marks)

- a) What are the features of report writing?
- b) What is 'lead' in report writing?
- c) What is petition? What is the importance of a petition?
- d) What is RTI? What is the purpose of filing an RTI?
- e) What are the two major bodies that govern the RTI in India?
- f) State two reasons why job application letters have to be customized?
- g) What are the different components of a business letter?
- h) Who are the first and second appellate officers?

- Q3)** St. Mary's High School Mapusa has advertised for the post of Physical Education teacher in The Navhind Times newspaper dated 16th April, 2018. Write an application letter and a C.V for the same. **(15 Marks)**
- Q4)** The municipality of your city is clearing away a lot of trees which line roads in your locality in order to widen the existing roads. Make a petition to stop the cutting of trees. **(10 Marks)**
- Q5)** Write a letter of appointment to Mr. Aravind Goswami informing him of his selection as The Sales Manager in your company. **(10 Marks)**
- Q6)** After working for 15 years in Parimal and Associates, you have decided to resign because of health issues. Write a resignation letter for the same. **(10 Marks)**
- Q7)** Sahaya Hospitals is a new hospital in Vasco. They require placing a large order for bedsheets, pillow cases and blankets. Draft a letter of inquiry to the wholesale dealers M/s Clothwala. **(10 Marks)**