2021

ENGLISH— GENERAL

Paper : SEC-A-2

(Business Communication)

Full Marks : 80

The figures in the margin indicate full marks.
Candidates are required to give their answers in their own words
as far as practicable.

1. Write an order letter from your college to buy laptops and LCD projections for classroom teaching.   15

Or,

Write a letter to the office staff of your organization informing them that a Covid-19 Vaccination Camp shall be organized at your office.

2. Write a CV in response to any one of the following advertisements.   15

Typist Required

Young and energetic trained typist with minimum two years experience in the field required at XYZ Press. Apply with CV within 31st January, 2022 to Box No. 3196, ABC Newspaper, Kolkata

Or,

Spoken English Teacher Required

ABC Coaching Institute for Interview Training and Personality Development requires spoken English Teachers with at least M.A. in English and good speaking skills. Apply within 7 days with CV to Box No. 7759, XYZ Newspaper, Kolkata.

3. Write an email asking the president of the cultural wing of your college to organise a cultural programme on 26th January, 2022.   15

Or,

Write an email inviting an eminent social activist to address the audience at the Students' Festival of your college.

4. Write a report on the customer complaints received by your office with regard to the new products launched last year.   15

Or,

Please Turn Over

Write a newspaper report on India's performance in the T20 Cricket World Cup, 2021.

5. Draft the meeting minutes based on the Notice given below: 20

<p align="center">Notice</p>

A General Body meeting will be held on 20th September, 2021 at 11:00 AM in the Board Room to discuss the following agenda:

(a) Confirmation of the minutes of the previous General Body meeting

(b) Matters arising out of the minutes

(c) Market survey of the new products to be launched

(d) Vaccination status of the employees

(e) Building of Staff Canteen

(f) Miscellaneous

All staff members are requested to attend.

Date : 04.09.2021   Sd/-

H. R. Manager

XYZ Automobiles.

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