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SARDAR PATEL UNIVERSITY

B.Com. Semester-VI Examination

26th March 2019

English & Business Communication-VI

UB06FCOM01

Time: 2.00 P.M to 4.00 P.M.

- Note: 1. Figures on the right indicate full marks.
2. Mention clearly the option that you attempt.

Total Marks :60

Q. 1.: Draft an **individual report** on the **fire** broke out in the dispatch department of the company showing the causes of the fire and suggesting precautions for future.

15

OR

Q. 1. : Draft a **committeereport** on behalf of an automobile company on the feasibility of establishing a new production unit in one of the major industrial cities of Gujarat, with your **positive** recommendation.

15

Q. 2 : Draft a **speech** for the occasion of **inauguration** of a very important conference giving the outline of it.

15

OR

Q. 2 : Draft a **farewellspeech** for **valedictory** function of a senior officer on the occasion of his retirement after a long career in the company.

15

Q. 3 : Draft the **notice** and **agenda** for the very first meeting of the Board of Directors of **FiveStarCompany**, Mumbai.

15

OR

Q. 3 : Draft **minutes** of the Board of Directors' meeting held prior to the annual general meeting of the Company.

15

Q. 4A : Draft a letter to **promote** the **sales** of Air-Conditioners and Air-Coolers, as the manager of a new show-room.

08

Q. 4B :Drafta **resume** for the post of a **ComputerProgrammer** in a multi-national company.

07

OR

Q. 4A : Draft a letter to **promote** the **services** providedbyyour **company** of repairing all kinds of domestic appliances like washing machines, mixers, TV sets, computers etc., as the manager of Quick Solution Company, Ahmedabad.

08

Q. 4B :Drafta **resume** for the post of a **Teacher in English** requiredin **Higher Secondary** School of Anand.

07

(1)