

11/04/2018

WEDNESDAY

10.00AM to 12.00PM

Q-1 (A) Discuss Rusty's stay among Indians (10)

(B) Mr. John Harrison as Rusty's guardian (05)

OR

Q-1 (A) Discuss Europeans and their attitude towards India in the novel. (10)

(B) The KAPOORS in the novel 'A Room on the Roof'. (05)

Q-2 (A) A customer asks your bank to explain why it has dishonoured a cheque in spite of the fact that the last cheque for Rs. 50,000 posted to it for collection raises the balance sufficiently to cover the dishonoured cheque. Draft the reply. (08)

(B) A businessman writes to the local bank that owing to excellent business prospects on account of the approaching summer season, he should be allowed overdraft facilities to the extent of Rs. 500000/- for one month. Draft a letter. (07)

OR

Q-2 (A) As the Manager of a Bank, draft a tactful letter to a lady customer who is in the habit of overdrawing on her bank account without prior arrangement. (08)

(B) On behalf of owner of Hydro Pneumatic Equipments, Ahmedabad, draft a letter to the Bank Manager requesting for opening a current account. (07)

Q-3 (A) As the sole agent for the state of Gujarat for the distribution of Industrial Valves, write a letter to your Principal Rotex Automation Ltd, Dombivli, Bombay, drawing their attention to delays in forwarding goods and the adverse effect you have on your sales. (07)

(B) Your selling agent in Baroda has not been giving you encouraging business. Write a suitable letter to him making constructive suggestions and offering special displays and other retail aids to enable him to push the sale of your products. (08)

OR

Q-3 (A) You have been acting as agent for Fila Garments, Bombay, for over three years. Your Principal have written to you expressing dissatisfaction with the volume of business done by you for them. Draft a reply giving suitable explanation and satisfactory assurance. (07)

(B) Draft a letter to The Time World, Ahmedabad, offering them the sole agency for ladies and gents wrist watches and wall clocks for the state of Gujarat. Clearly specify the terms on which the agency is being offered. (08)

Q-4 (A) Draft a memorandum from the Head, HR Development to an executive granting permission to take admission in Part Time Diploma course in Management in Evening. (05)

(B) On behalf of Bharat Vijay Paper Mills Ltd, Notify your Insurance Company of the occurrence of a fire at your premises and ask them to arrange an early inspection as you are anxious to put things right as soon as possible. (10)

OR

Q-4 (A) Draft a memorandum seeking explanation from the Managing Director to the Production Manager about a complaint by a customer for not attending to an urgent communication. (05)

(B) A policy-holder writes to the Life Insurance Corporation to sanction him maximum loan against his policies for Rs.100000/- as he wants to buy a house. Draft the policy-holder's letter. (10)