

- Q.3. (A) Attempt a letter of reprimand to an agent who has poor sales of your company's products in the area of activity entrusted to him. 08
- (B) Draft a letter for the principal to be addressed to one of his agents stating that the latter's sales have been unsatisfactory and so the agency is going to be terminated as per the terms of contract. 07
- Q.4. (A) Draft a memo to an employee for always getting half-an-hour late from the company's scheduled time. 08
- (B) Mr. Hiren Parasar is policy holder of Life Insurance Corporation of India. He is facing financial crisis at present. He wants to seek a loan against his policy. Draft a letter to the insurance company asking for a loan against his policy. 07

OR

- Q.4. (A) Draft a memo warning an employee for his habit of playing mobile games during the office hours. 08
- (B) There is a great loss due to fire accident in your company. Draft a letter to the Insurance Company claiming for the losses. 07

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