

Smt.S.I.Patel Ipcowala College Of Commerce,Petlad

Internal Test:-2019

English & Business Communication - VI

B.com Sem-6

Date:-22/02/2019

Time:-8.00 to 9.00

Marks:-30

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Q-1 (A) On behalf of the secretary of Oxford Dress Designers, Vadodara, draft a report on the causes for decline in sales and recommend the ways/ means to increase the sales. 15

OR

Q-1 (B) The management of Elecon Engineering Comp. Ltd., have appointed a committee to look into the grievances of the workers and arrest the labour unrest. Draft the Committee's report. 15

Q-2 (A) Draft minutes of Annual General Meeting of Nirala Industries Ltd, Vadodara. 15

OR

Q-2 (B) Draft notice and Agenda of Statutory meeting of Parag Industries, Anand. 15

OR

Q-3 (C) 1. Draft a speech on welcoming the Chief guest in a function organized by your company. 08

2. Draft a sales promotion letter to promote newly launched television sets. 07