

**GURUDAS COLLEGE**  
**DEPARTMENT OF ENGLISH**  
**Internal Assessment- 2021**  
**ENGA Sem 3**  
**Paper- Sec A2**  
**Business Communication**

*Instructions: Your answers must be handwritten, covering not more than 2 A4 size papers. Do not forget to number your pages chronologically. Use only BLACK/BLUE ink. The cover page must include i) Candidate's Name ii) University Roll No. iii) University Registration Number iv) Paper v) Semester vi) Contact No. vii) Email ID. Clearly scanned copy of the answer script in PDF format only, will be accepted. The subject of the email and pdf file name should be as follows: semester-paper-candidate name (eg.Sem3—Sec A—name). Send answer scripts to the following email id: [bhawana.english@gurudas.education](mailto:bhawana.english@gurudas.education)*

Answer ANY 1 of the following the questions:

(1x10=10)

**1. Write a CV to be attached to a joining letter in response to the advertisement below:**

Teachers Required

A reputed English girls' school is looking for experienced teachers to teach English, for class 11 and 12. Apply within 7 days to Box No. 1345, XYZ Newspaper, Kolkata.

**2. Draft the Minutes of the in-person (offline) General Body Meeting that took place on 12th December, 2021 in response to the given notification:**

- (a) Confirmation of minutes of the previous General Body Meeting.
- (b) Matters arising out of the minutes.
- (c) protocol for offline classes after reopening of educational institutions
- (d) Online plus offline for students after reopening of School.
- (e) Online exams to be conducted
- (f) Future Initiatives.
- (g) Misc.

All teachers and staff members are requested to attend the meeting.

Date: 30.11.2021

Principal  
XYZ School.