

GURUDAS COLLEGE
DEPARTMENT OF ENGLISH
Internal Assessment- 2020
Paper- SEC A2(Hons.)
Business Communication

[Instructions: Your answer must be handwritten, covering not more than 2-3 A4 size papers. Do not forget to number your pages chronologically. Use only BLACK/BLUE ink. The cover page must include i) Candidate Name ii) University Roll No. iii) University Registration Number iv) Paper v) Semester vi) Contact No. vii) Email ID (if possible). Clearly scanned copy of the answer in PDF format shall only be acceptable. The subject of the email and pdf file name should be paper-Candidate name-semester, for example: SEC(H)-AtabiSaha-sem3. Send answer scripts to the following email id: bhawana.english@gurudas.education]

Attempt **any two** of the following (Within 200 words each): 5X2

1. Create a CV along with the letter applying for a job at an advertisement company
2. Write an email as a manager of a shoe store to your employees informing them of the arrival of the arrival of a fresh stock of school shoes.
3. Write a report on the annual sports of your college.
4. Write a letter to the Editor about frequent load-shedding.