

2021

ENGLISH— GENERAL

Paper : SEC-A-2

(Business Communication)

Full Marks : 80

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

1. (a) Write a letter to a pest control service provider for fumigation and treatment of your college premises. 15

Or,

- (b) Write a letter to Messrs, Movers and Carriers complaining that your furniture has been damaged in transit, and claiming compensation. 15

2. (a) A reputed coaching centre needs an experienced teacher in Mathematics. Write an application along with your curriculum vitae in response to the advertisement. 15

Or,

- (b) Write an application attaching your C.V. for the post of an Admission Manager required by an Institute of Management. Apply to the Director of XYZ Institute, Kolkata. 15

3. (a) Draft an e-mail as Secretary of Students' Committee to the local councillor to inaugurate a Vaccination Camp organised by your college. 15

Or,

- (b) Write an e-mail to the Manager of a Sports manufacturing company complaining about the delay in supplying two treadmills to XYZ College gym. 15

4. (a) Write a report, as a Sales Manager, on the performance of XYZ Company, which manufactures sanitizers, during the financial year, 2020-21. 15

Or,

- (b) Write a newspaper report on a recent coal mine disaster in Dhanbad. 15

Please Turn Over

5. Write the minutes of the Annual General Meeting to be held on 16/02/2022 at 11.00 a.m. at SG Industries based on the Notice given below: 20

- (a) Confirmation of the minutes of the previous meeting
- (b) Matters arising thereof
- (c) Appointment of a new security guard
- (d) Upgradation of Canteen facilities
- (e) Miscellaneous

All staff members are requested to attend.
