

**GURUDAS COLLEGE**  
**Department of English**  
**Internal Assessment Examination, 2021**  
Sem- 5 (Gen)  
**Paper- SEC-A2**  
**BUSINESS COMMUNICATION**

*[Instructions: Your answer must be handwritten, covering not more than 2 A4 size pages (Content pages= 2, Cover page= 1, Total Pages=3). 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). Scanned copy of the answer script in a single PDF format shall only be acceptable.*

*The file name of the PDF should be in the following format: Name\_PaperName\_ClassRollNo for Example: SoumiSarkar\_SEC-A2\_A32.*

*In the subject section of the email write paper name and your class roll no in the following format: SEC-A2\_A32*

*In the body of the email write the following details: i) Candidate Name ii) University Roll No. iii) University Registration Number iv) Paper v) Semester vi) Contact No.]*

*Send your answer scripts to [tanmoy.english@gurudas.education](mailto:tanmoy.english@gurudas.education). Late submissions will not be entertained. List of the names of students who have submitted internal papers successfully in the given email id will be published in the google classroom.]*

**A. Attempt any one question.**

10x1

1. Write a curriculum vitae along with a covering letter for applying in the post of assistant sales manager in the Pinnacle Corporation, Phoolbagan, Kol-700054.
2. Draft the minutes of the first Board Meeting of Advanced Printing Co. Ltd.