## 2022

## 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.

 (a) Write a letter to the Manager of Patton Works Ltd., placing an order of ten water tanks within a month.

Or,

- (b) Draft a letter on behalf of a business concern to its customer requesting extension of time for delivering 800 LED lamps.
- 2. (a) Write an application to the Principal of a college, for an advertised post of a Guest Lecturer in History, enclosing your curriculum vitae (C.V.).

Or,

- (b) Write a letter to the Human Resources Manager (HR Manager) of a newspaper requesting for a placement as a journalist, attaching your resume (C.V.).
- 3. (a) Draft an e-mail to the Manager of ABC Company requesting for sick leave.

Or,

- (b) Write an e-mail from the Manager of Excel Cleaners' Ltd., to the Principal of XYZ School, for considering their cleaning services of the school premises.
- 4. (a) Write a report, as a Company Secretary, to the Chairman, regarding grievances of the employees and offering recommendations.

Or,

(b) Write a newspaper report on a major landslide that occurred in Himachal Pradesh during the rainy season.

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- 5. Write the minutes of the Annual General Meeting to be held on 12/02/2023 at 10 a.m. in Green Friends' Club based on the notice given below:
  - (a) Confirmation of the minutes of the previous meeting
  - (b) Matters arising thereof
  - (c) Election of a new Treasurer
  - (d) Fund raising activity for purchasing chairs and tables
  - (e) Miscellaneous.

All members are requested to be present.