

THE C.E.S COLLEGE OF ARTS AND COMMERCE, CUNCOLIM, SALCETE - GOA
SYBCOM SEMESTER IV END EXAMINATION, APRIL / MAY 2018
BUSINESS COMMUNICATION -II

Time: 10.00 a.m. To 12.00 p.m.
Date: 18.4.18

Duration 2hrs
Max marks: 80

INSTRUCTION: 1. ALL QUESTIONS ARE COMPULSORY, HOWEVER INTERNAL CHOICE IS AVAILABLE FROM QUESTION 2-6.
2. FIGURES TO THE RIGHT INDICATE FULL MARKS

1. A. Write a report of the RTI which you filed as part of your class activity. **15mks**
2. A. What is a report? Write a note on the different types of reports.

OR

B. The Omega textile trading company, Verna- Goa has shown a decline in business during the last 5 months due to frequent threats to strike work by its employees. This has affected the efficiency level of the company, who are demanding higher wages and better working conditions such as Canteen and Recreation Room facilities. A committee is appointed to look into the matter and suggest/ recommend measures to resolve the issue. On behalf of the committee draft a report to be submitted to the chairman. **15mks**

3. A. Elucidate the WASP method which is followed by all interviews and write notes on any 4 types of Job related interviews.

OR

B. 'The Navhind Times' dated 17.4.18, has advertised a vacancy for the post of an Accounts Assistant for The Capovax Finance Limited, the minimum qualification required is a commerce graduation and 2 years of work experience. Write an application for the post and enclose a CV. **15mks**

4. A. Write a letter of appointment to be sent to Mr Vinod Dessai from Cuncolim, for the position of Accounts Executive, in the accounts department of the Tamico Associates Ltd. Navelim, Goa.

OR

B. An employee at the Omega Associates Company is unpunctual and negligent in his work. As the manager of the company draft a memo warning the employee of serious consequences. **10 mks**

5. A. Write a letter to promote the sale of ergonomically designed furniture for offices.

OR

B. As a manager of the Mansa Resort, 56/A, Hillbridge Road, Arambol, Goa; place an order for Bed Sheets and Pillow Cases to Shahi Textiles, Panjim Goa. **10mks**

6. A. On behalf of the Cuncolim Citizens Forum, draft a representation to be submitted to the Chief Engineer Electricity department, Cuncolim, regarding frequent power cuts in your locality.

OR

B. Draft a press release about a latest gadget (e.g. mobile phone/digital wristwatch/camera etc.) or a herbal cosmetic product in the market. **15mks**

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