

2020

ENGLISH — HONOURS

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 sanitization service provider in Kolkata for sanitizing your office complex. 15
- Or,**
- (b) Write a letter of complaint to the local broadband service provider regarding poor network connectivity. 15
2. Write a CV to be attached with a job application letter in response to **any one** of the following advertisements. 15

Teachers Required

A reputed coaching institute for competitive examinations is looking for experienced teachers to teach English, Mathematics and History. Apply within 7 days to Box No. 1345, XYZ Newspaper, Delhi.

Or,

Employment News

Admission Manager required for Institute of Management and Social Welfare. Apply within 15 days to Box No. 1616, XYZ Newspaper, Kolkata.

3. (a) Write an e-mail inviting the local Councillor to inaugurate the Blood Donation Camp organized by the Students' Committee of your college. 15
- Or,**
- (b) Draft an e-mail as the Secretary of XYZ Club, inviting an eminent freedom fighter of your locality to grace the occasion of Independence Day celebration as the Chief Guest. 15
4. (a) Write a report on the sales performance of the newly launched face-masks that have been produced by your company in the last quarter. 15
- Or,**
- (b) Write a newspaper report on a relief operation in an area devastated by a storm. 15

Please Turn Over

5. Draft the Minutes of the General Body Meeting that took place on 17th March, 2020 in response to the given notification. 20

Notice

A General Body Meeting shall be held on 17th March, 2020, at 12.30 PM in the virtual mode to discuss the following agenda :

- (a) Confirmation of minutes of the previous General Body Meeting.
- (b) Matters arising out of the minutes.
- (c) Online classes for students during Lock-down.
- (d) Supply of Study Materials.
- (e) Future Initiatives.
- (f) Misc.

All teachers and staff members are requested to attend the meeting. The link shall be provided via e-mail ten minutes before the scheduled beginning of the meeting.

Date : 15.03.2020

Principal
XYZ College
