

Goa Vidyaprasarak Mandal's
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND ECONOMICS
FARMAGUDI, PONDA - GOA
B.COM. CBCS (SEMESTER-III) REGULAR EXAMINATION, NOVEMBER 2023
BUSINESS COMMUNICATION - II

Duration: 2 Hours

Marks: 80

Instructions:

- 1) All questions are compulsory, however internal choice is available.
- 2) Figures to the right indicate full marks.

Q.1. Answer any four of the following questions in not more than 100 words each: (4x4=16)

- a) Write a short note on social relevance of RTI.
- b) What is the meaning of the term 'Office order'?
- c) Explain the term Job boards.
- d) Explain any two types of references.
- e) Explain the term Press releases.

Q.2. Write short notes on any four of the following in not more than 100 words each: (4x4=16)

- a) Long report
- b) Memorandum
- c) Quotation
- d) Tender
- e) Web researching

Q3. a) Explain the steps to file RTI online. (6 Marks)

b) Explain the functions of RTI cell. (6 Marks)

OR

Q.3. c) Explain any six types of reports. (6 Marks)

d) Explain in detail the skills required before, during and after the interview. (6 Marks)

Q.4. a) You are Amish/Amisha, H.No. 14, Model Town, Goa. You have seen an advertisement in the 'The Navhind Times' for the post of a Lower Division Clerk in ABC institution. Apply for the job with complete bio-data. (6 Marks)

b) You are Ahana/Ashvek of 109, Greenland Apt, Mapusa, Goa. Write a letter to the storekeeper of Sham Electronics, Mapusa, Goa. Complaining about an automatic washing machine bought last week and requesting him/her to change the washing machine at the earliest. (6 marks)

OR

Q.4 c) Draft an appointment letter to Ashish Patel informing him of his appointment as an Accountant in your institution. (6 marks)

d) Write a letter to Priyanka Naik informing her that she has been promoted from Assistant Manager to Manager in your company. (6 marks)

P.T.O.

