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 <u>any four</u> 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 <u>any four</u> 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)

Q.5. a) You are Rhea/Rehan, Flat No. 16, God's Gift Apt, Panaji, Goa. Due to some personal reasonate decided to leave your current job. Write a letter of resignation to the company.	sons, you (6 marks)
b) Write a Sales letter to introduce "New Moisturizing Soap" give attractive offer to your customer.	(6 marks)
OR	
Q.5. c) You are the Purchase Officer of Techwiz Company Borda, Margao, Goa. Draft a letter inv quotations for 20 computers and 10 printers for your new Office branch.	iting
Invent the necessary details.	(6 marks)
d) As secretary of Sports Association, write a letter to Sports & Co, Bicholim, Goa. Placing a at least four different sports items.	n order for (6 marks)
Q.6. a) You are secretary of activities club in your college. The annual day programme is to be he month. Draft a notice for the college display board in the reference.	ld next (6 marks)
b) Explain in detail the term testimonial. OR	(6 marks)
Q6. c) Explain the steps to draft Petition.	(6 marks)
d) Write an article on the topic 'Importance of Education in Society' word limit 500-600 words.	(6 marks)