

**Goa Vidyaprasarak Mandal's  
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND  
ECONOMICS FARMAGUDI, PONDA GOA  
B.COM. UGC-CCFUP (SEMESTER-I) PRACTICAL EXAMINATION OCTOBER/NOVEMBER 2024**

**COM 144 - BUSINESS DOCUMENTATION**

**Duration : 2 hour**

**Marks : 24**

***Instructions : 1) Questions 1 and 2 are compulsory.***

***2) Internal choice for questions 3 to 4.***

***3) Figures to the right indicate maximum marks***

---

**Q1)** You are Atul Volvoikar/Ujwala Gaonkar resident of Mayem Bicholim Goa. Draft a job application letter to Yogesh Sawant HR manager of Hyundai pvt ltd Verna Goa, applying for the post of sales manager. **(6 marks CO2 L5)**

**Q2)** Explain steps involved in report writing. **(6 marks CO3 L2)**

**Q3A)** You are Manthan/ Priyanka Naik resident of Siolim Bardez Goa. Write a letter to Chief Minister of Goa suggesting different policies that could be introduced to improve education system of the state. **(6 marks CO2 L5)**

**Q3B)** Explain different types of reports. **(6 marks CO3 L2)**

**OR**

**4A)** You are Ketan/Ketki Sharma the CEO of college bag brand "Harmony Bags". Draft a sales letter to a college student Abdul shaikh, resident of Ponda Goa. **(6 marks CO2 L5)**

**4B)** Discuss the steps involved in inserting charts into a report and outline their advantages. **(6 marks, CO3, L2)**

**XXXX=====XXXX**