

S. NO.: 259

BATCH: 87-2015

Reg. No.:

END OF SEMESTER EXAMINATIONS, APRIL / MAY - 2017

BUSINESS CORRESPONDENCE

SUBJECT CODE : 14UACO11/12092009

MAJOR : B.COM / B. Com. CA

SEMESTER : IV

TIME : 3 HOURS

MAX. MARKS: 75

SECTION A - (10 X 1 = 10)

Answer ALL the Questions:

1. What is an offer?
2. State any two objectives of writing circular letter.
3. What is meant by overdraft?
4. State the different types of insurance.
5. Who is a referee? Explain.
6. State the types of application letters.
7. What is an agenda? Explain.
8. Explain indexing of minutes.
9. State any four names of the government departments.
10. What are the duties of postal authorities?

SECTION B - (5 X 4 = 20)

Answer any FIVE Questions:

11. Explain the functions of a business letter.
12. What is an order form? Explain its contents.
13. Explain indent house.
14. Write a note on life assurance.
15. Write the hints for writing testimonial letter.
16. What is a minutes? Explain its types.
17. Draft a specimen agenda of an annual general meeting.
18. Explain the importance of government correspondence.

SECTION C - (3 X 15 = 45)

Answer any THREE Questions:

19. Draft a circular letter announcing the opening of a branch in a city.
20. Draft a letter to your bank to stop payment for a Cheque.
21. Draft a letter to an applicant to appear for an interview for the post of a probationary officer.
22. Draft a circular letter to the shareholders highlighting the performance of the company and requesting payment of any arrears of call money.
23. Draft a letter to the post master enquiring about the non-delivery of a registered cover.
