

Reg.No.

S.No. 278

BATCH: 87-2016

END OF SEMESTER EXAMINATIONS, APRIL / MAY -2018

BUSINESS CORRESPONDENCE

SUBJECT CODE: 14UACO11/12UACCO9

MAJOR: B.COM/B.com. CA
TIME : 3 HOURS

15

SEMESTER: IV
MAX.MARKS: 75

SECTION - A (10 X 1 = 10)

Answer ALL Questions:

1. What is business correspondence?
2. What is letter of enquiry?
3. What is Import?
4. What is Insurance Policy?
5. What is Testimonials?
6. Give the purpose of conducting stream Interview.
7. What is Agenda?
8. What is Minutes?
9. Define the term Income tax.
10. Give the meaning of the term Correspondence with public Authorities?

SECTION - B (5 X 4 = 20)

Answer any FIVE Questions:

11. What is the importance of business Letters?
12. What are the points considered in complaint letter?
13. Give short note on marine Insurance.
14. Mention any four principles of Insurance.
15. What are the stages involved in an Interview?
16. What is notice of a meeting? State its contents.
17. What is statutory meeting? Bring out the contents of statutory meeting?
18. State the different types of government letters.

SECTION - C (3 X 15 = 45)

Answer any THREE Questions:

19. Explain about the structure of business letter.
20. What are the points to be remembered in application for an agency?
21. Write an application with your resume to the college for the post of an Accountant.
22. Prepare an agenda for Extraordinary Meeting.
23. Draft a letter to the postal authority regarding the non-receipt of Parcel.
