

Q.6 Introduction, basic formalities required for import & export letters.

Q.7 Write a letter to a bank to enquire about opening of an account & closing of an account.

No. of Printed Pages : 4

Roll No.

123022

2nd Sem. / OMCA

Subject : Business Correspondence-II

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note:Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1
- a) Define official correspondence.
 - b) Office orders.
 - c) D.O. Letter.
 - d) Define the term Endorsement.
 - e) Circular Letters.
 - f) Types of Cheques.
 - g) What is noting.
 - h) What is premium.
 - i) Define the term 'Overdraft'.
 - j) Discount or special orders.
 - k) Notifications.
 - l) Purpose of Business Letters.

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- m) Claim Settlement.
- n) What is an Inquiry.
- o) The abbreviations used in official Correspondence.
- p) Inter Departmental Correspondence.
- q) Define the term 'Memo'.
- r) The functions of Banks.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) What steps you will take for the publicity of business.
 - ii) What is the importance of Business Correspondence.
 - iii) Write the difference between official & business correspondence.
 - iv) Briefly explain the parts of a letter.
 - v) What is sales letter? How it can be drafted.
 - vi) How you can draft a D.O. Letter.
 - vii) Write a letter to the bank Manager of S.B.I. bank for overdraft facility.

- viii) Define the letter of Introduction.
- ix) Write a note on promotional a Product.
- x) Write a letter to your bank that your have lost your cheque book.
- xi) Write a letter to hotel Manager for reservation of two rooms in hotel.
- xii) Letter offering special discount.
- xiii) Draft a Notice of an Annual Gen. Meeting.
- xiv) Write a letter to manager of LIC about the Inquiry of Premium of your policy.
- xv) Write a letter to a company for two trade references.

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 What is Memorandum? Issue a memo to an employee who is absent from his duty.
- Q.4 What is Circular letter? Draft & Circular that you have appointed a new Partner.
- Q.5 What is D.O. Letter? How it is different from official letters.