

- Q.5 Write a letter to the Manager of Grand Hotel, Shimla asking him to reserve a room for two days. You are Aman / Anita of Delhi.
- Q.6 Describe the Procedure of Exporting of Goods.
- Q.7 Draft a circular letter addressed to your employees announcing the admission of new partner.

No. of Printed Pages : 4

Roll No. ....

33045/2022

**4th Sem. / OMCA**

**Subject : Business Correspondence**

Time : 3 Hrs.

M.M. : 100

**SECTION-A**

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

- Q.1 a) Circular Letters.  
b) Noting in Files.  
c) Notification.  
d) Office orders.  
e) Dishonour of cheque.  
f) What is Official Correspondence?  
g) Retirement of Partner.  
h) Memo Letters.  
i) Filing of records.  
j) What is Premium?  
k) Minutes of meeting.  
l) Agenda.

- m) What is the main purpose of business letter?
- n) Explain why it is desirable to initial a memo?
- o) Clearing Agent.
- p) What are Status Inquiries?
- q) Types of Bank forms.
- r) What is Settlement of Claims?

### SECTION-B

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

- Q.2
- i) State the importance of official correspondence.
  - ii) Draft a circular letter announcing the shifting of premises.
  - iii) What do you know about bank correspondence?
  - iv) What are the merits of filing system?
  - v) Write a letter to the Bank Manager of HDFC bank for overdraft.
  - vi) Explain the procedure for export of goods.
  - vii) What is demi-official letter?

- viii) Write a letter to you banker who has dishonoured your cheque asking the reasons for it.
- ix) Describe the parts of letter.
- x) Write a letter to a Insurance Company informing them a brief fire caused some loss in your business house.
- xi) What is record keeping?
- xii) Purpose of Notification.
- xiii) Explain Transfer and Standing instructions.
- xiv) Types of forms used in Bank.
- xv) Draft Agenda of Routine meetings.

### SECTION-C

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

- Q.3 Prepare a memorandum to three members of the Staff taking disciplinary action against them for leaving the office early.
- Q.4 Write a letter to the Punjab National Bank, Karnal for stopping payment of a cheque. Which you lost while travelling from Agra to Delhi.