

SECTION-C

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

- Q.3 Draft a circular letter to your business customers regarding the retirement of one of your partner.
- Q.4 Prepare a memorandum for four people of the staff taking disciplinary action against them for chatting on the internet during office hours.
- Q.5 You have lost your cheque book. Write a letter to the manager of a bank to issue a new cheque book.
- Q.6 What are the main purposes of filing? State the value and importance of filing in modern business.
- Q.7 Draft a suitable telegram in a precise language to your brother telling him to reach soon as mother is serious

No. of Printed Pages : 4

Roll No.

033045/2022

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) What is the purpose of business letter?
- b) Notices.
- c) Premium rate.
- d) Memo letters.
- e) Noting in files.
- f) Settlement of claims.
- g) Telegrams.
- h) Semi-official letter.
- i) Filing of records.
- j) Official correspondence.

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- k) Import.
- l) Circular.
- m) Inter-department communication.
- n) Export of goods.
- o) Office orders.
- p) Dishonours of cheque.
- q) Trade references.
- r) Drafting.

SECTION-B

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

- Q.2
- i) How business correspondence is Important?
 - ii) Write a letter to the bank manager. enquiring the details for the opening of new saving account.
 - iii) What is export of goods?

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- iv) What is over drafting?
- v) Draft a circular letter for introduction of a partner.
- vi) Describe the parts of a letter.
- vii) What is official correspondence?
- viii) What is filing?
- ix) Write two opening sentences while writing a letter of inquiry.
- x) What are the functions of commercial banks?
- xi) What is meant by fair copy?
- xii) Explain the qualities of a good business letter.
- xiii) Explain the merits of filing system.
- xiv) Mention any two situation in which circular letters may be sent .
- xv) What is diarising.?

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