



BBD-1621

Seat No. _____

B. B. A. (Sem. IV) Examination

April / May - 2014

Business Correspondence

Time : 2 Hours]

[Total Marks : 50

Instructions : (1) Figures in the right indicate marks.
(2) Q. 1 and Q. 4 are compulsory.

- 1 "First impression is the last impression" - Justify 11
the statement by explaining the detailed process
of public speaking for effective presentation.
- 2 Prepare a speech to be delivered on any one of 7
the following :
(1) The H.O.D. of the college gives farewell to the
senior students
(2) A chairman gives a condolence speech on the
death of the employee of the company.
- 3 Do as directed (Any one) 7
(1) Draft a report to be published in a newspaper
on accidents happened between two wheelers.
(2) Promote your tablet by an advertisement
copy.
- 4 Mehta and Bros. wants to know the grievances 11
of the workers. Prepare a report on advisability.
- 5 Prepare any one of the following minutes. 7
(1) The first Annual General Meeting of
shareholders.
(2) The statutory meeting of the Company

6 Draft any one of the following bank correspondence letter : **7**

(1) Request to bank about changing in Address.

(2) Request for stop payment of cheque.
