

CODE : THIMPHU

Time : 2 Hrs.

Marks : 60

- Instructions :-** 1) Attempt all the questions.
2) Figures to the right indicate full marks.

Q.1 What is the difference between a individual and a committee report. while the types and the contents of a report ? **15**

OR

Q.1 The plastic factory in which you are the manager, has been badly damaged by fire. Draft a report to your directors, informing item of the accident and your preliminary findings ? **15**

Q.2 Draft an application letter in reply to the following advertise ment : "Wanted a fast accurate and hard-working stenographer. Apply stating qualifications and salary expected to Box No.-96214, the Gujarat Herald." **15**

OR

Q.2 Explain the importance of a business letter. Comment on its appearance with comparison to a personal letter. Explain with pictorial representation the different type of style layout of letter writing. **15**

Q.3 Read the following passage and make a summary of the same ... give a suitable title for the same.

The human brain in spherical like a ball. It is divided into two halves, called the hemispheres. The light hemisphere controlsthe working of the left side of the body. While the left hemisphere controls the right side. Further, each hemisphere controls certain kind of mental activity. In most people reasoning are logical thinking and the learning of mathematics and languages are controlled by the left hemisphere, while abilities in the arts and craft and in music, dance and sports are controlled by the right hemisphere. **15**

OR

Q.3 a) Draft a promotion letter on behalf of the Asstt. Gen Manager to shri P.N. Shah, who has qualified the wirtten test and personal interview, arranged for all the executives for a promotion to higher grade. **15**

b) Draft a termination letter to mrs. K.P. Gune, found quilty towards changes of forgery of signatures of the customers by her of saving a/c holder No. 288.

Q.4 Write short notes an any Three. **15**

- 1) Testimonials and References.
- 2) Complaints and Grcievances.
- 3) Memos and Memorandums.
- 4) Share certificate and undertaking agreements.
- 5) Contents of structure of a business letter.
- 6) Effective presentation needs all three senses.
