

S Y B O S

**CODE : PROTACTINIUM**

Time : 2 Hrs.

Comm. II

17/10/2008

Marks : 60

Instructions : 1] Attempt all the questions .

2] All questions carry equal marks.

3] Figures to the right indicate full marks..

Q.1 Define a 'Committee' and explain in detail the different types of Committees. 15

OR

Q.1 "Conference is a kind of informal committee meeting". Explain 15

Q.2 Henkal Pvt. Ltd. is facing a financial crisis. Draft a notice with agenda for a special meeting of the Executive Committee. 15

OR

Q.2 Draft carefully worded resolution for :

1. Appointment of a sub-committee to collect funds.

2. To wind up the cultural activities of an organisation. 15

Q.3 Draft a sales letter promoting the sales of a cellular phone 15

OR

Q.3 Prepare a Progress Report on a Training Programme. 15

Q.4 Write short notes on any three 15

1. Notice

2. Symposium

3. 4 c's of Credit

4. District Level Consumer Guidance cell.

5. Non-statutory Reports.

6. Selection Interviews

\*\*\*\*\*