

- N.B. :** 1. All questions are compulsory.
2. Figures to the right indicate marks.

Q.1 Write short notes on ANY TWO. (8)

- a. Selection Interview
- b. Video - Conferencing
- c. Advantages of Meetings
- d. Functions of Public Relations (PR)

Q.2 A. What is a conference ? How is it different from a committee meeting ? (7)

OR

B. Define PR ? Discuss on Internal and External Public Relations. (7)

Q.3 A. Draft the notice, Agenda and a Resolution of an Annual General Meeting of RUPEE Finance Company Ltd., Mumbai - 77. (6)

OR

B. Prepare the notice, agenda and a resolution of the seventh Annual General Meeting of GODAVARI INDUSTRIES, Kolkata - 54. (6)

Q.4 Draft ANY THREE letters among any four alternatives provided. (12)

A. You regularly shop at Vijay Electronics Sales, Mulund. Recently you experienced poor service and rude behaviour. Draft a letter of complaint to the Manager.

OR

B. Draft a sales letter to promote the sale of a multimedia Cellphone

OR

C. Write a letter to Mumbai Grahak Manch complaining about M/s Sons Electronics who has refused your replacement for a washing machine that has been giving trouble from the time it was bought.

OR

D. Draft RTI query for Department of Information Technology, Govt. of Delhi and enquire about the blocking of Internet Website domain.

Q.5 Draft a committee report to look into the feasibility of introducing smart cards for BEST Commuters. Submit the report to Mr. Swadhin Malhotra, BEST General Manager.

OR

As the Secretary of the Gymkhana you have been asked by the Principal to prepare a report on the recently conducted inter-college badminton tournament in the college. Submit your report.
