



MBS-010-004406

Seat No. _____

Second Year B. H. T. M. (Sem. IV) (CBCS) Examination
April / May - 2018

4.6 : Business Communication
(Old Course)

Faculty Code : 010

Subject Code : 004406

Time : 3 Hour]

[Total Marks : 70

- Instructions :** (1) Attempt all questions.
(2) The maximum marks are assigned in front of each question.

1 Do as Directed : **14**

(a) Fill in the blanks : **7×1=7**

- (i) If you have got the receipt with you, the shop will _____ your money back or exchanges the goods.
- (ii) There was no money in my account, so the cheque _____.
- (iii) The bank is planning to _____ over 80 new graduate trainees.
- (iv) After a long board room battle the chairman was forced to _____.
- (v) We have overseas _____ in Germany and in the U.K.
- (vi) Body of a letter is divided into _____ parts.
- (vii) The _____ of business letter is called layout.

(b) Correct any 7 of the following sentences : **7×1=7**

- (i) The stone struck him on her knee.
- (ii) It feels very hotly in this room.
- (iii) The dress wants wash.
- (iv) Shakespeare was born on 1564.

- (v) We go to the theatre last evening.
- (vi) I wanted to avoid meet him.
- (vii) I went to school daily.
- (viii) I am pursuing a four years degree course.

- 2** Write a précis of the following passage reducing it to **14**
one-third of its length :

The history of the Indian woman has been a chequered one. They have had period of greatness when they were equal partners with men, sharing their rights and privileges and contributing to the pattern of the times. They have had a long unhappy period when they were deprived of all rights and gradually reduced to a position of complete dependence on their men. During the 19th century, it was the great social reformer like Raja Ram Mohan Roy who fought for education and social rights for women. His efforts laid the foundation of future emancipation. But the benefits of time were confined to a relatively small group. The coming of Gandhi ji, however, ushered a new era. The Indian women took a big step forward on the road to progress. "Women" said Gandhi ji, is the companion of man, gifted with equal mental capacities. She has the right to participate in the minutes details of the activities of man, and she has the same right of freedom and liberty as he". Gandhi ji appealed to women to come out of the walls of their homes and throw themselves into the national movement. The interesting thing is that they came. The voice of Gandhi ji entered into innumerable houses; wherever it was heard, there the women shed their doubts and fears and walked in to the world. A new life began for them and new hope for the nation. (238 words)

- 3** As the chief executive of ABC Company, you are asked **14**
to purchase 50 computers. Draft a letter of enquiry to
purchase computers.

- 4 Draft a Notice on "Your school is planning to organize a 'School sprucing up' day where all students would be taking up jobs related to cleaning up the school premises. This is being organized to create a feeling of belongingness as well as appreciating dignity of labour." 14

 - 5 Write an application along with your CV for the post of F & B Service Captain for ABC Group of Hotels, Dubai. 14
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