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SUBJECT CODE NO:- 3033
FACULTY OF COMMERCE AND MANAGEMENT
B.Com S.Y Sem.III
EXAMINATION JUNE / JULY 2022
English (Comp.)Paper-III

(Written & Spoken Communication in English)

[Time: 3.45 Hours] **[Max.Marks:80]**

Please check whether you have got the right question paper.
N.B   1) Attempt all questions.
             2) Figures to the right indicate full marks.

Q.1   A) Suppose you are general manager of suraj automobile company, chennai you took the   10
         interview for the trainee engineer. Give an appointment letter to Mr.ashish kumar.
                                        OR
         Consider you have purchased LED TV from madhur electronics,Nagpur write a letter of
         complaint to the sales manager because the TV is not working properly .

      B) Prepare an agenda for the monthly production meeting of Raj automobile company.   10
                                        OR
         Write the minutes of meeting of sales department held in the conference hall on 15 oct 2019
         at 11:00 am.

      C) Prepare a resume for the post of assistant professor in the commerce faculty.   10
                                        OR
         Write a job letter for the post of program analysts in the firm samta computers, Mumbai.

Q.2   Answer the following question in 200 words each.(Any three)   30
      i)   What is the importance of the moral values in the life of man of business?
      ii)   How the tools of communication are important for the business man as discussed by as
             Hornby?
      iii)   What is the intention of sharmila ganesan to write success stories of enterpreneurs.
      iv)   Describe the character of JRD on the account of Sudha Murty.
      v)   Describe the success story of Sabir Bhatia.

Q.3   A) Underline the subordinate clauses in the following sentences   10
         i) The man who is standing under a tree is my uncle.
         ii) We can you read the lake until the sun had set.
         iii) Can you read the lable which is stuck on this bottle?
         iv) Reeta decided that she will go to London to study further.
         v) As soon as the gates opened, the children rushed into zoo.
      B) Use appropriate punctuation and capital letters in the following sentences   10
         i)   Ramesh said he is going to market

ii)   What a pleasant scene it is
iii)   Where are you going
iv)   Sun rises in the east
v)   Raja Ravi Varma was a well known for his oil paintings.