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**SUBJECT CODE NO:- CC-3365**  
**FACULTY OF COMMERCE AND MANAGEMENT**  
**B.Com S.Y (Sem-III) (CBCGS) Examination Oct/Nov 2019**  
**English(Comp.)Paper-III**  
**(Written & Spoken Communication in English)**

[Time: Three Hours]

[Max. Marks: 80]

Please check whether you have got the right question paper.

**N.B**

- i. Attempt all questions.
- ii. Figures on the right indicate full marks.

**Q.1** A) As you are Mr. Joshi, General Secretary of Amit Automobiles Pvt. Ltd. Mumbai, write a **10** standard business letter to Mr. Kumar informing him about his selection as 'Trainee Executive' in your company.

**OR**

You have bought a refrigerator which has defect, write a letter of complaint to the manager 'Star Electronics', Pune.

**B)** You are the secretary of student's Union in your college. Prepare an agenda for the meeting of **10** the activities to be conducted on 20<sup>th</sup> October 2019.

**OR**

Explain the essential points in writing minutes of meetings.

**C)** You are applying for the post of H.R. Manager in Super Motors. Prepare your resume with **10** relevant information.

**OR**

Write a cover letter for the resume you have prepared for the post of Assistant Professor in Accounts.

**Q.2** Answer the following questions in 200 words. (**any three**) **30**

- i) Explain the essential qualities for a man of business.
- ii) How does A. Horn describe the functioning and management of an office? Explain.
- iii) What are the success stories used in 'When Ideas Make Money'?
- iv) Write a detailed note on Sudha Murty's experiences in 'Appro JRD'.
- v) Discuss the inspirational story of Sabeer Bhatia.

**Q.3** A) Under the subordinate clauses in the following sentences. **10**

- i) We has lunch as soon as we reached Pune.
- ii) I'll see Mr. Sharma it I visit Mumbai.
- iii) We know that Raju is a bank manager.
- iv) They helped him because he was very poor.
- v) The boy whom you met yesterday is a clerk.

B) Use appropriate punctuations and capital letters in the following sentences.

10

- i) Who wrote the famous drama hamlet
- ii) Major lives in Aligarh
- iii) Look whos here
- iv) What is beautiful picture it is
- v) Ram said I will ring the bell