



B. P. COLLEGE OF BUSINESS ADMINISTRATION
(A Constituent college of Kadi Sarva Vishwavidyalaya)
MID SEM Examination- February-2013

Date: 11/02/13

BBA SEM -II

Total marks: 40

Roll No.....

SUB: Business Communication-II (BBA 19) Duration: 1 ½ hrs

Q.1 Draft a resume as an experienced marketing officer as an applicant for Branding officer in Google Inc. [8]

Q.2 Do as directed: [8]

a) Compulsory: [4]

1. Secretary takes care of refreshment in the meetings

a. True **b.** False

2. Screening precedes Technical rounds

a. True **b.** False

3. TDS Notice is channelized in memorandum format by

a. Accounts Dpt. **b.** Income Tax Dpt.

4. Negative letters are positively toned

a. True **b.** False

b) Enlist the particulars of Agenda for meeting. [4]

OR

b) Explain Audition Interview. [4]

Q.3 Draft a letter to your Senior Manager reporting 8% loss in Q2 of financial Year 2012. [8]

OR

Q.3 Draft a letter to your Supervisor for redress of grievance in the matter of being victim of physical violence in the organization. [8]

Q.4 Explain the role of chairman in meetings. [8]

OR

Q.4 Draft a letter to apply for 20 lacs. as education loan. [8]

Q.5 Explain Tag team & Behavioral interview. [8]

OR

Q.5 Draft a Notice inviting financial & Investment details as Chief Accounts Officer for TDS. [8]

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