

FAKIR CHAND COLLEGE  
B.A. HONOURS 5<sup>th</sup> SEMESTER EXAMINATION 2022  
**ENGG**  
PAPER – **SECA2 (BUSINESS COMMUNICATION)**  
INTERNAL EXAMINATION

F.M. 10

TIME: 30 mins

Answer **any two** question: (2X5)

1. Discuss Business Communication. (5)
2. Write the format of a letter addressing the Chairman of a medicine company showing your willingness to obtain their medicinal products.  
(Only format, no need of the body of letter) (5)
3. Write an email to the HR of a company showing your willingness to work whole-heartedly for the company. (5)
4. Write down the criteria required to mention in a CV? (5)