

FAKIR CHAND COLLEGE
B.A. HONOURS 3rd SEMESTER EXAMINATION 2022
ENGG
PAPER – SECA2 (BUSINESS COMMUNICATION)
INTERNAL EXAMINATION

F.M. 10

TIME: 30 mins

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

1. Write an e-mail to the librarian of your college enquiring about the daily timings in the post-covid situation. (5)
2. State the criteria required to write a Curriculum Vitae. (5)
3. Write the format of a letter addressed to the principal of your college requesting him to build a cycle-stand. (Only format, no need of the body of letter) (5)
4. What do you understand by meeting minutes? Discuss briefly. (5)