

FAKIR CHAND COLLEGE
B.A. HONOURS 5th SEMESTER EXAMINATION 2021
ENGG
PAPER – **SECA2 (BUSINESS COMMUNICATION)**
INTERNAL EXAMINATION

F.M. 10

TIME: 30 mins

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

1. What do you understand by business communication? (5)
2. Write the format of a letter addressing the Principal of your college requesting him to arrange for a proper cycle-stand in the college. (Only format, no need of the body of letter) (5)
3. Write an email to a leading magazine sending your poem and requesting for publication. (5)
4. What are the criteria which you need to mention in your CV? (5)