

FAKIR CHAND COLLEGE
B.A. HONOURS 3rd SEMESTER EXAMINATION 2021
ENGG
PAPER – **SECA2 (BUSINESS COMMUNICATION)**
INTERNAL EXAMINATION

F.M. 10

TIME: 30 mins

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

1. Write an e-mail to a publishing house asking about the availability of a book published by them. (5)
2. What are the criteria which you need to mention in your CV? (5)
3. Write the format of a letter addressed to the Municipal Chairman of your area requesting him to clear the accumulated garbage in your locality. (Only format, no need of the body of letter) (5)
4. What do you understand by meeting minutes? Discuss briefly. (5)