

## **SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Draft a sample letter for reservation by rail.
- Q.24 Explain essentials of good business letter.
- Q.25 Explain the basic formalities required for import goods.

No. of Printed Pages : 4

Roll No. ....

183012

**1st Year / OMCA**

**Subject : Business Correspondence**

Time : 3 Hrs.

M.M. : 60

## **SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 By official correspondence we mean the communication between \_\_\_\_\_  
a) One government official and justify  
b) Two persons  
c) Both a and b  
d) None of the above
- Q.2 A circular may be in the form of \_\_\_\_\_  
a) Letter                      b) Memorandum  
c) Both a and b              d) None of the above
- Q.3 Circular letters are generally \_\_\_\_\_  
a) Duplicated                b) Printed  
c) Both a and b              d) None of the above

Q.4 Bank lends \_\_\_\_\_ to a business man if he stands in need of it

- a) loan
- b) Money
- c) Both a and b
- d) None of the above

Q.5 Memorandum is briefly termed as \_\_\_\_\_

- a) Memo
- b) Meda
- c) Mema
- d) Mona

Q.6 BC Means:- \_\_\_\_\_

- a) Business Correspondence
- b) Business Communication
- c) Busy Correspondence
- d) Brief summary

## SECTION-B

**Note:** Objective/ Completion type questions. All questions are compulsory.  $(6 \times 1 = 6)$

Q.7 Follow up letter is known as reminders. (True/False)

Q.8 An official letter is formal and does not show any personal relationship. (True/False)

Q.9 Notifications are \_\_\_\_\_ communication. (Official/unofficial)

Q.10 A \_\_\_\_\_ letter is written to an insurance company. (Claim/appointment)

Q.11 A letter of placing an order is known as enquiry letter. (True/False)

Q.12 The primary function of bank is to receive deposits on savings. (True/False)

## SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions.  $(8 \times 4 = 32)$

Q.13 Explain overdraft and explain its features.

Q.14 Draft a circular letter to your employees announcing the retirement the retirement of a partner

Q.15 Write a letter for introduction of a new product.

Q.16 What is inter departmental communication?

Q.17 What do you know about claim settlement?

Q.18 Explain the term noting.

Q.19 Draft a sample letter for hotel; reservation.

Q.20 Define circular? State the occasions on which circulars are written.

Q.21 Differentiate between Official Correspondence and Business Correspondence.

Q.22 Define Memorandum. Explain its features.