

### 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

183012

Roll No. ....

**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. (6x1=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. (8x4=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.