Fourth Semester B.Com. Examination, April/May 2012
(Semester Scheme)
COMMERCE
Paper – 4.2 : Business Communication (Part – B)

Time : 1½ Hours Max. Marks : 45

Instruction: Use separate answer booklets. Answer should be only in English.

SECTION – A

1. Answer question (a) compulsorily and any seven of the remaining questions in about four lines. (1+7x2=15)

a) Expand CCTV.

b) What is meant by letter of termination?

c) What do you mean by E-commerce?

d) What do you mean by office note?

e) Name two examples of Trade Allocations.

f) Expand LAN and WAN.

g) Give any two advantages of Laptop.

h) State two advantages of E-mail.

i) Who is an agent?

j) Mention any two software.

k) What is a teleprinter?

l) Mention any four services of ISDN.
SECTION – B

Answer any three questions from the following. Each question carries 10 marks. \( (3 \times 10 = 30) \)

2. As a Secretary of Marathi Ltd. Mumbai reply to a share holder who complains to the company regarding non-receipt of share certificate.

3. You interviewed six candidates for the post AEE and have selected three of them. Draft a letter to be sent to each of them informing about their selection.

4. Your class has planned an annual gathering; write the plan in a memorandum to be used by your class representative at a meeting with the head of the institution.

5. Write short notes of the following:
   a) Laptops
   b) Desktop publishing
   c) E-commerce
   d) CCTVs

6. Draft a letter to be sent to Marvelllo Scooters informing them that you do not wish to continue their agency after the expiry of the present contract.