

Fourth Semester B.Com. Examination, May 2011
(Semester Scheme)
Commerce

Paper – 4.2 : BUSINESS COMMUNICATION (Part – B)

Time : 1½ Hours

Max. Marks : 45

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

SECTION – A

1. Answer question (a) **compulsorily** and **any seven** of the remaining questions in about **four lines each** : **(1+7×2=15)**
- Expand I.P.
 - What is meant by 'office memo' ?
 - What is meant by 'transfer of shares' ?
 - State any two disadvantages of mobile phones.
 - Expand LAN and WAN.
 - Mention the steps in dismissal procedure.
 - What is meant by chamber of commerce ?
 - Name two examples of Trade Associations.
 - Give the meaning of gratuity.
 - State the meaning of office circulars.
 - State the meanings of principal and agent.
 - State any two occasions of giving public notice.

P.T.O.



SECTION - B

Answer **any three** questions from the following. **Each** question carries **10** marks.

(3×10=30)

2. On behalf of Nestle Ltd., Bangalore, draft a letter to MSIL, No. 7, Kareem Towers, Cunningham Road; Bangalore-30, offering them sole selling agency for their products in Karnataka. State the terms clearly on which the agency being offered.
3. Draft show-cause notice to be issued to an employee for gross misconduct, negligence and continual absenteeism.
4. As the Principal of your college draft an office circular to the teaching staff stating not to apply casual leave very often citing valid reasons.
5. As a Secretary of Infosys Company, Bangalore, draft a letter to a shareholder, who has complained about low rate of dividend in the current year than the last year, stating valid reasons.
6. ISRO, New-Delhi has selected Mr. Indra Kumar as a senior-scientist to be posted at Srihari Kota, Nellore Dist., Andhra Pradesh. Draft appointment order to be issued to him on behalf of the organisation.