

Subject : English Language-IV

Day : Tuesday
Date : 14/06/2016



Time : 02.00 PM TO 05.00 PM
Max Marks : 80 Total Pages : 1

N.B.:

- 1) Attempt any **FIVE** questions from Section- I and any **TWO** from Section –II.
 - 2) Figures to the right indicate **FULL** marks.
 - 3) Answers to both the sections should be written in the **SAME** answer book.
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SECTION-I

- Q.1** What is a business report? Explain features of an effective business report. (10)
- Q.2** Explain the difference between a letter and a memo with suitable examples. (10)
- Q.3** Discuss the importance of an e-mail for business communication and explain its structure. (10)
- Q.4** Outline the process of giving a business presentation explaining its annual growth. (10)
- Q.5** Discuss the document requirements for any import and export. (10)
- Q.6** Write short notes on any **TWO** of the following: (10)
- a) Notes making
 - b) Effective response to orders
 - c) use of open ended questions

SECTION-II

- Q.7** Soft Lines, an electronic company, desires to purchase about 50 table top computers with all accessories. Float an enquiry letter to prospective suppliers of renowned computer dealers. (15)
- Q.8** Prepare a note for your senior officer reporting the outcome of your negotiation with the client for large quantity of your product. (15)
- Q.9** Prepare an enquiry letter for installation of conveyer belt in your assembly plant. (15)

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