

2023

ENGLISH — HONOURS

Paper : SEC-I

(Business Writing)

Full Marks : 100

*The figures in the margin indicate full marks.*

*Candidates are required to give their answers in their own words  
as far as practicable.*

1. (a) Write a letter to a service provider in Kolkata for installation of CCTV cameras in a departmental Store. 20

*Or,*

- (b) Write a letter of complaint to the Branch Manager of XYZ Bank regarding a case of unauthorised withdrawal of money from your account. 20

2. Write a CV to be attached with a job application in response to **any one** of the following advertisements. 20

**Job Vacancy**

- (a) **Medical Representatives**  
**Required**

ABC Pharma invites applications from graduates in any discipline with at least 3 years of experience in a pharmaceutical company. Candidates must be proficient in Customer Relations management. Apply with CV within 30th April, 2024 to Box No. 9701, XYZ Newspaper, Mumbai.

- (b) **Office Assistant Needed**

Applications are invited from computer literate graduates with speaking skills in English and Hindi for the post of Office Assistant in a construction company of repute. Apply with CV within 7 days to ABC Builders, 67/3B, High Street, Pune.

3. (a) Write an e-mail to a customer confirming an order. 20

*Or,*

- (b) Write an e-mail to a bookseller placing an order for books. 20

4. (a) Write a newspaper report on a fire accident and rescue operations in a multistoreyed residential building. 20

*Or,*

- (b) Write a report on a recent cultural event organized by your college. 20

**Please Turn Over**

5. Draft the minutes of the Students' Council meeting based on the Notice given below :

**NOTICE**

A Students' Council General Body Meeting shall be held on 03.08.2023 at 11:30 A.M. in the Council Room to discuss the following agenda :

- (a) Confirmation of the minutes of the previous general body meeting.
- (b) Matters arising out of the minutes.
- (c) Election of class representatives.
- (d) Organizing a blood donation camp on the occasion of Independence Day.
- (e) Miscellaneous.

Date : 18.07.2023

*Secretary*  
Students' Council  
ABC College

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