

**B.A. (Honours) Examination, 2018**

**Semester-III (CBCS)**

**English**

**Skill Enhancing Compulsory Course – SECC-1**

**(Business Communication)**

**Time: Two Hours**

**Full Marks: 20**

Questions are of value as indicated in the margin

**All questions are compulsory**

1. (a) Write a letter to the manager of a bank requesting for opening a bank account. 10

OR

- (b) Write a letter of enquiry to a manufacturer of garments seeking information about the different kinds of products so that a decision may be taken for placing a bulk order. 10
2. (a) Draft the minutes of a meeting as the Secretary of your organization. You may invent any name, agenda, type of organization etc. 10

OR

- (b) Write a dialogue between two friends on the importance of communicating in the English language at present. 10
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