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BASOMC 382

**Choice Based Credit System Sixth Semester B.A. Degree
Examination, September 2022
OFFICE PRACTICE AND MANAGEMENT
Paper – VIII (a) : Office Communication and Correspondence
(Elective Paper)
(2021-22 Batch Onwards)**

Time : 3 Hours

Max. Marks : 120

SECTION – A

Answer the following questions :

(5×6=30)

1. Write note on Facsimile and Video Conferencing.
2. What is meant by minutes of a company meeting ?
3. As the HR Manager of a private company in Bangalore, draft an appointment order to be sent to the candidate for the post of an Assistant Sales Manager.
4. Write note on :
 - a) Quorum
 - b) Proxy
 - c) Resolution.
5. What is a business letter ? State its importance.

SECTION – B

Answer **any three** of the following :

(3×10=30)

6. State the purposes of an extraordinary general meeting. Who can hold such a meeting ?
7. Draft an application in response to an advertisement for the post of an Accountant in a private company in Hyderabad.

P.T.O.



8. Draft Notice and Agenda of a Statutory Meeting.
9. Draft a letter to Woodland Furniture, Chennai enquiring of the price and other terms of sale such as delivery services, after sales services etc., of wooden furniture. Ask for the catalogue of latest furniture.

SECTION – C

Answer **any three** of the following :

(3×20=60)

10. State the purposes of an Annual General Meeting. Draft the notice and agenda of an Annual General Meeting.
 11. Draft a letter of interview and an appointment order to be sent to the candidate in response to an application for the post of a sales executive in a private company in Hubli.
 12. Explain the essentials and the structure of a business letter.
 13. Draft a letter to Star Electricals, Mangalore, enquiring of the price and other terms of sale such as delivery services, after sales services etc. Ask for the catalogue of television sets. Also draft a suitable reply from Star Electricals.
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