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No.	

Total No of Pages: 2

Kamala College, Kolhapur
(Autonomous)
B.COM (Part-I) (Semester-I)
Examination April/May, 2024.
NEP - 2020 Level - 4.5
OE-BI-2: Writing Skills in English
Subject Code: 105



Day and Date: Wednesday, 10/04/2024
Time: 12.00 p.m. to 2.00 p.m

Total Marks: 40

Instructions:

- 1. All questions are compulsory.**
- 2. Figures to right indicate full marks.**

Q. 1. Multiple choice questions

06 Marks

1. E-mail stands for?

- A. Electrical mail**
- B. Electronic messaging service**
- C. Electronic mail**
- D. All of these**

2. What is the motive of an advertisement?

- A. To publicize a product.**
- B. Identify the price.**
- C. Grading the customer.**
- D. Not selling the product.**

3. When a buyer discovers any mistake or discrepancy, he brings it to the notice of the supplier by writing a _____ letter.

- A. Enquiry.**
- B. Complaint.**
- C. Acceptance.**
- D. None of the Above.**

4. ____ letters are to be written soon after Miss fortune of any kind or the sad news of the death of a person.

- A. Letter of Thanks.
- B. Letter of Appreciation.
- C. Letter of condolence and sympathy.
- D. All of the Above.

Q. 2. A. Answer any two out of the following questions 10 Marks

1. Assume that 12 room heaters out of 50 have been received by your firm in damaged condition from Jupiter electrical appliances Co. Ltd., 26 park Street, Kolkata. As the manager of your firm, write a complaint letter to the supplier, seeking replacement for the damaged goods. Imagine necessary details.
2. The chief accountant of your firm lost his son in an accident write a letter of condolence to be sent to him as the owner of the firm.
3. Write a letter of congratulations to Mr. R. S. Mehta who was a production manager and has been promoted to the post of Managing director of the Britannia Food India Company.

B. Write short notes on any one of the following questions. 06 Marks

1. Write characteristics of language of advertisement.
2. Write the information about types of email.

Q. 3. Write an advertisement for a washing machine and describe its features with the use of various adjectives. 10Marks.

Q.4. write an email of invitation of your birthday to your friend. 10Marks.

