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Kamala College, Kolhapur

(Autonomous)

B.COM (Part-I) (Semester-II)

Examination April/May, 2024.

NEP - 2020 Level - 4.5

OE-B II-2 : Writing Skills in English

Subject Code: 122



Day and Date: Friday 12/04/2024

Total Marks: 40

Time: 08.00 a.m. to 10.00 a.m.

Instructions:

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

Q. 1. Multiple choice questions

06 Marks

1. Your resume is a tool with one specific purpose

- A. To get a job.
- B. To win an interview.
- C. To discuss salary.
- D. None of the Above

2. How should be the Job letter?

- A. Informal
- B. Formal
- C. Both a and b
- D. None of these

3. Tone of the formal invitation should be:

- A. informal but courteous
- B. relaxed and descriptive
- C. polite and pleasant
- D. exciting and exuberant

4. Business letters should be concise.

A. True

B. False

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

1. What is Business proposal letter ? Give suitable example.
2. Write a letter of recommendation for your friend.
3. Write a report on Blood donation camp organised by your college.
4. What is offer letter? Explain with suitable example.

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

1. Explain the difference between Job Application letter and letter of resignation.
2. Write a letter of invitation to IAS officer for Blood donation camp.

Q. 3. Write a resume to Ferguson College Pune for the post of Assistant professor in accountancy or commerce. 10Marks.

Q.4. Write an invitation and thanks a letter to the IAS officer, Kolhapur for 'career guidance programme' of your college. 10Marks.

