

2024

ENGLISH — HONOURS

Paper : SEC-1

(Business Writing)

Full Marks : 75

The figures in the margin indicate full marks.

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

1. Write a letter to the Manager of a company requesting him to replace the damaged goods supplied by them. 15

Or,

Write a letter to the Chief Engineer of your Municipal Corporation for installation of street lights in your locality. 15

2. Write a C.V. to be attached with a job application letter in response to **any one** of the following advertisements : 15×1

(a) ABC School invites applications from M.A. degree holders in English with at least three years of experience for the post of an Assistant Teacher in English. Apply to the Headmaster/Headmistress within seven days with C.V. to Box No. 1234, PQR Newspaper, Kolkata.

(b) Applications are invited from Diploma holders in Computer Application for the post of a System Analyst in XYZ Company. Apply with C.V. within seven days to XYZ Company, 132/A, Bandra Street, Kolkata.

3. Write an e-mail to the Secretary of a Science Club requesting him to hold an exhibition on Astronomy in your college. 15

Or,

Write an e-mail to an e-commerce company complaining about delay in the shipment of books purchased. 15

4. Write a newspaper report on a recent bus accident in your area. 15

Or,

Write a report about the functioning of a showroom newly opened by your company. 15

Please Turn Over

(1254)

5. Draft the minutes of the Sports Council meeting of your college based on the Notice given below :
15

Notice

A Sports Council meeting shall be held on 13.01.25 at 2 pm in Room no. 25 of the college to discuss the following agenda :

- (a) Confirmation of the minutes of the previous Sports Council meeting
- (b) Holding of the Annual Sports of the college, 2025
- (c) Improvement of the college playground
- (d) Miscellaneous.

All members are requested to attend.

Secretary,
Sports Council

06.01.2025