Seat No.:	Enrolment No.
Sear NO.	Enrolment No

## GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma Engineering - SEMESTER-I&II • EXAMINATION - WINTER 2013

	•	Code: 320042 Date: 17-12-2013 Name: Business Communication - II	
Ti	•	0:30 am - 01:00 pm Total Marks: 70	
		Attempt all questions.  Make suitable assumptions wherever necessary.  Figures to the right indicate full marks.	
Q.1	(a)	Explain the following Commercial Terms ( <b>Any Seven</b> ) (1) Bank Draft (2) Dividend (3) Savings Account (4) Over Draft (5) Bank Draft (6) Debit (7) Promissory Note (8) Cash Credit	07
	(b)	Give full forms of the following ( <b>Any seven</b> ) (1)A.T.M (2) B.Sc. (3) A/C (4) Asst. (5) O.D (6) L.C. (7) A.G (8) N.B.	07
Q.2	(a)	Write an essay on any One of the following A. Census its purpose and usefulness B. Need for knowledge of Commerce	07
	(b)	Name the parts of a good business letter and draw a diagram indicating the position of each part of letter  OR	07
	(b)	Discuss importance of lay out of a business letter	07
Q.3	(a)	Draft a order letter for the supply of umbrellas on coming monsoon season.	07
(b) Y	Write a regret letter showing inability to supply of umbrellas in a short period.  OR	07	
Q.3	(a)	Draft a reply letter for the inquiry made by Narmad air-conditioners, Surat to purchase air-conditioner regarding price and trading terms & conditions	07
	(b)	Draft a inquiry letter for the supply of air conditioners on behalf of Narmad air-conditioners, Surat to Mahadev Home Appliances, Ahmedabad	07
Q.4	(a)	Give full form of the following 1. F.O.R. 2. C.A. 3. V.C. 4.I.O.U. 5. E. & O.E. 6. B/E 7. C.O.D.	07
	(b)	Explain the following Commercial terms  1. Overdraft 2. Debenture 3. Receipt 4. Depreciation  5. Bill of exchange 6. Letter of credit 7. Discount  OR	07
Q. 4	(a)	Explain the following Commercial terms  1. Agenda 2. Promissory note 3.Capital 4. Quotation  5. Bill of lading 6. Invoice 7. Bill of exchange	07
	(b)	Give full form of the following 1. D.D 2, R.R. 3 .F.O.B. 4. P.A.N. 5.N.O.C. 6. N.S.C. 7.L.C.	07
Q.5	(a)	Write an appointment letter showing the terms and conditions to the applicant	07
	(b)	Write an application letter for housing loan to the Manager, Bank of Baroda, Rajkot.	07
0.5	(5)	OR	05
Q.5	(a)	Write an application letter for the post of a Manager of a large public limited company  Write a complain letter for the delivery of goods is not done within a	07 07
	(b)	Write a complain letter for the delivery of goods is not done within a	U/

\*\*\*\*\*\*

1/1