

Time: 2 hrs

Full Marks: 60

Q1. Write short notes on any three:

(5 x 3)

- How to make effective Powerpoint slides
- Definition and Process of a Group Discussion
- Selection Interview and Appraisal Interview
- Preparation on part of the Interviewer
- Tips for a Presenter of a OHP/PPT presentation

Q2. Attempt any two questions.

(7 ½ x 2)

- Discuss the methods of improving external Public Relations of a company.
- While organising a conference, what are the things that need to be done before the day of the conference?
- Discuss purposes of a meeting. How is a meeting conducted?

Q3. Attempt any three letters from the following:

(5 x 3)

- Messrs Kelkar & Co. want to have their office fully renovated. Write a **letter of inquiry** to Novelty Decorators, asking for the catalogue and prices of their range of office furniture.
- Swadeshi Sweets, Thane, had ordered 100 bags of sugar to be delivered by 20<sup>th</sup> December, 2012 from Parel Sugar Mills Ltd., to make sweets for the New Year. They received 40 bags of moist, poor quality sugar on 4<sup>th</sup> January, 2013. Write a **letter of complaint** to the Manager of Parel Sugar Mills Ltd.
- Write a **sales letter** for Easy-Tech mobile phones.
- You had purchased a refrigerator from Kaka Electronics during their Diwali bumper offer week, but you did not receive the free microwave oven that was part of the deal, even after calling and writing to them several times. Write a **letter of consumer grievance** to the Mumbai Grahak Panchayat.
- You have not received your Aadhar/UID card even after six months since the date of your application. Draft an **RTI letter** to the Central Public Information Officer, Govt. of Maharashtra.

Q4. a) Draft any one Report

(7)

- Annual report of the Students' Council of your college, prepared by the Secretary of the Council.
- Committee report on the decline of sales of Nokia mobile phones, to be sent to the General Manager, Nokia Ltd.

b) i) Write a **Notice with Agenda** for the Annual General Meeting of Tata Hotels Ltd.

(2)

ii) Draft a **resolution** for the election of Mr. Neeraj Modi as the Chairman of the Board of Directors for the year 2013-2014.

(2)

c) Write a **summary with title** of the following passage.

(4)

In our country English is important for a number of reasons. India is a land of diversity. Different people speak different languages. A person from Tamil Nadu does not speak Hindi. So he can't understand Hindi of a person from North India. However,

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