

Reg. No.

--	--	--	--	--	--	--	--	--	--



BCMOSV 255

**Credit Based IV Semester B.Com. Degree
Examination, September 2022
OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (Voc.)
Paper – VIII : Office Correspondence
(2019-20 and Earlier Batches)**

Time : 3 Hours

Max. Marks : 80

SECTION – I

Answer **any four** of the following :

(4×5=20)

1. Briefly explain the significance of office correspondence.
2. State the demerits of decentralised correspondence .
3. What is letter of enquiry ? Explain.
4. Enumerate the importance of office correspondence in modern business.
5. What are the causes responsible to write a letter of complaint ?

SECTION – II

Answer **any four** of the following :

(4×10=40)

6. Draft an unsolicited application to Myra Industries for the post of a Secretary with resume.
7. Mention the important guidelines for drafting letter of status enquiry with an example.
8. Place an order with School Book Company Ltd., for few text books, novels and magazines. Also mention the method of payment.
9. Draft an enquiry letter to Alaka Furnishers asking them to send their price list and catalogue.
10. Explain the essentials of good correspondence.

P.T.O.



SECTION – III

11. Write short notes on **any five** of the following :

(5×4= 20)

- a) Bank reference
 - b) Salutation
 - c) Testimonials
 - d) Duty joining report
 - e) Appointment order
 - f) Centralised correspondence.
-