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BCMOSV 282

**Choice Based Credit System Fourth Semester B.Com. Degree
Examination, September 2022
(2020 – 21 Batch Onwards)
OFFICE MANAGEMENT AND SECRETARIAL PRACTICE (Vocational)
Paper – VIII : Office Correspondence**

Time : 3 Hours

Max. Marks : 80

SECTION – I

Answer **any four** of the following.

(4×5=20)

1. State the demerits of Centralized Correspondence.
2. Mention the different types of Office Correspondence.
3. Write a note on Appointment letter.
4. What is Form Letter ? Explain the merits of Form Letter.
5. Explain the significance of business letter.

SECTION – II

Answer **any four** of the following.

(4×10=40)

6. Your debtor has not turned up to settle his Overdraft A/c. Even you have enforced for immediate repayment. It has not brought any result. Draft a suitable letter to your debtor to make immediate payment and else this matter would be handed over to the lawyer.
7. On behalf of Ms. Sapna draft a duty joining report for the post of a Lecturer in Commerce.
8. Mention the important guidelines for drafting a letter of status enquiry with an example.
9. Draft an Enquiry letter to M/s Lobo Furniture Traders 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) Application blank.
 - b) Bank reference.
 - c) Interview letter.
 - d) Sources of complaint.
 - e) Resignation letter.
 - f) Resume.
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