



**BBD-1621**      Seat No. \_\_\_\_\_  
**B. B. A. (Sem. IV) Examination**  
**April / May – 2014**  
**Business Correspondence**

Time : 2 Hours]

[Total Marks : 50

**Instructions :** (1) Figures in the right indicate marks.  
(2) Q. 1 and Q. 4 are compulsory.

- 1 "First impression is the last impression" - Justify 11  
the statement by explaining the detailed process  
of public speaking for effective presentation.
- 2 Prepare a speech to be delivered on any one of 7  
the following :
  - (1) The H.O.D. of the college gives farewell to the  
senior students
  - (2) A chairman gives a condolence speech on the  
death of the employee of the company.
- 3 Do as directed (Any one) 7
  - (1) Draft a report to be published in a newspaper  
on accidents happened between two wheelers.
  - (2) Promote your tablet by an advertisement  
copy.
- 4 Mehta and Bros. wants to know the grievances 11  
of the workers. Prepare a report on advisability.
- 5 Prepare any one of the following minutes. 7
  - (1) The first Annual General Meeting of  
shareholders.
  - (2) The statutory meeting of the Company

# Business Administration Final Question Paper

**M Mosston**



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