

BA ©

Sem 6

OED Question Bank

SEC: Business Communication

Q 1. Keeping in mind the present COVID 19 pandemic situation, the HR Manager of a reputed company has been asked to prepare a **presentation on institutional strategies** to combat COVID 19 threats in workspace, and **social etiquettes** expected on employees. You may arrange your presentation with **topics and sub-topics format** (like power-point slides). (15)

Q2. You are the HR-Head of SatComm Ltd. Prepare a **letter report** on based on your research on the topic “Gender Sensitivity at Workplace”. Your report should include an **Introduction** to the topic, discuss the **Methodology** used, present the **Findings/Analysis** of your data, and **Conclude** with suitable recommendations. (15)

Q3. Present a **summary** of the below given **financial report on a relief fund** raised by the **Student Union** of your college **for the purchase of food and other items** to be distributed among displaced migrants on the roads of your city. Use the **same summary** in a **memo report** addressed to the Principal of your college seeking the intervention of the teachers in organising fund for distribution of more relief materials (7+8).

Number of Participants	Minimum 105
National disaster relief programme fee	Rs 500
Total Revenue	Rs 52500
Fund allocation under specific heads	
Masks	Rs 8000
Water bottles	Rs 10000
Packaged food items	Rs 25000
Footwear	Rs 9500

Q4. Draft a **notice** informing the Board of Directors, ABC Motors, of the annual general meeting to be held on July 15, 2020 in the Head Office. **Below given are the following agenda.** In addition, draft the **minutes of the meeting** of the annual general meeting. Agenda of the meeting are:

- Annual increment to be given to the employees for 2020-2021
- Measures to increase energy conservation in office
- Marketing strategy for new car models
- Prohibition of consuming tobacco products in office space

(15)

Q5. You are the Marketing Head of FreshAir AC Technologies. Draft a detailed **memo-report** on the **decrease in sales of product** in the past two months, and **immediate and practical initiatives** to increase the sale of products. (15)

PART 2

Q 6. Write a formal letter to the Head of Department of your college, stating your position regarding failure to submit paperwork/ assignments for internal assessment due to the current COVID-19 situation.

Q 7. You are the leader of the student Union of the your college. You along with your office bearers, are not in favour of Open book exam. Given the situation where your fellow students have gone back to their home states without study material and other misc factors, write a persuasive formal email representing students convincing the head of your institution to reconsider their decision or send a representation from students.

Q 8 .You are working as an assistant manager in an immigration firm that looks after the visa processing of students aiming to pursue education abroad for programs like MA, M Phil and PhD. You had a meeting regarding the current protocol of declining the visas due to a fatal health Emergency on 24 May 2020, at 12:00 pm via zoom, with your employees. Frame the minutes of the meeting.

Q 9 - You are an Indian national student stuck in USA amidst the current health emergency, COVID 19. Write a formal email to the consulate / Embassy of India, requesting and convincing them about your current situation you to bring you back to your own country.

Q 10—How would you describe E correspondence, its significance in terms of running effective business?

Q 11.Prepare a detailed write up, for an oral presentation of the population explosion and its consequences on the economy OR climate change and 2020.

You have to keep in mind the nature of the presentation and use language accordingly.