

2022

**ENGLISH — GENERAL**

**Paper : SEC-A-2**

**(Business Communication)**

**Full Marks : 80**

*The figures in the margin indicate full marks.*

*Candidates are required to give their answers in their own words  
as far as practicable.*

1. You are a sales representative of your company. Write a letter to ABC Enterprises introducing one of your new products. 15

*Or,*

Write a letter from an Airlines company to a passenger informing her/him that her/his lost luggage has been retrieved and is ready for collection from the Airlines office.

2. Write a CV in response to *any one* of the following advertisements : 15

**Teacher of Hindi Required**

XYZ Coaching Centre requires a teacher in Hindi for the students having Hindi as the second language in schools. Candidates with a B.A. (Hons. or General) degree and with proficiency in Hindi are invited to apply with CV to 001 ABC Avenue, Kolkata.

*Or,*

**Make-up Artist Required**

ABC Salon is looking for a trained make-up artist with at least 4 years' experience in the field, for the purpose of in-salon bridal make-up. Interested candidates are invited to apply with CV to ABC Salon, XYZ Mall, CBR Street, Kolkata.

3. Write an email to XYZ Electronics complaining about a defective product you bought at their retail outlet. 15

*Or,*

Write an email to your employer asking for payment for a business trip.

4. Write a newspaper report on a recent dog-show event hosted in your city. 15

*Or,*

Write a report on the sales performance for the financial year 2021-22.

**Please Turn Over**

5. Draft minutes of the meeting based on the Notice given below :

20

**Notice**

A meeting of all police personnel of XYZ Police station will be convened on 11th February, 2022 at 1 p.m. in the O.C.'s chamber to discuss the following agenda :

- (a) Number of pending cases of theft and arson over the last month.
- (b) The matter related to the retirement of a senior officer.
- (c) Recruitment of a new sweeper for the police station.
- (d) Miscellaneous agenda.

All personnel are requested to attend.

Date : 02.02.2022

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