

Roll No. ....

Subject Code—6885

**M. Com. (First Year) EXAMINATION**

(Main)

MC-102

Communication and Secretarial Practice

Time : 3 Hours

Maximum Marks : 70

Note : Attempt *Five* questions in all. Q. No. 1 is compulsory. All questions carry equal marks.

1. Write in brief the following questions :

- (a) Essentials of business communication
- (b) Nature of Business Communication
- (c) Correspondance with directors
- (d) Features of Agenda
- (e) Role of Proxy
- (f) Functions of Registrar of Companies

- (g) Process of cancellation of orders
  - (h) Important points in acknowledgements
  - (i) Letters of offering agency
  - (j) Differentiate agenda and minutes.
2. Explain the layout of a business letter and point out the characteristics of a good business letter.
  3. What do you mean by the business communication ? Elaborate the barriers of communication.
  4. Write a detailed note on the Company Law Board.
  5. Discuss the method of Voting. What is the role of quorum in a meeting ?
  6. Draft a specimen of quotations and offers. Discuss the process involved in execution of orders.

7. What do you mean by Franchise ? Explain the main components in agency correspondence.
8. Write short notes on any *two* of the following
  - (a) Agency
  - (b) Role of Chairman in the meeting
  - (c) Correspondence with shareholder
  - (d) Importance of business communication.