



Total No. of Questions: 03

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**First Year BA**  
**24ENG11405: SEC-ENGLISH (ENGLISH FOR OFFICE CORRESPONDENCE)**  
**(Semester I)**

**Program: BA**  
**Program Specific: BA (English)**  
**Course Type: SEC (Skill Enhancement Course)**  
**Paper: II**

**Credits: 2**  
**Time: 2 Hours**  
**Max. Marks: 30**  
**SET: A**

**Instructions to the candidate:**

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.
- 3) Draw a well labelled diagram wherever necessary.

**Q1) Answer ANY FIVE of the following questions in about 30-50 words each. [5 X 2= 10]**

- a. Explain the purpose of a notice in office communication.
- b. Why are minutes of a meeting significant in an organization?
- c. How can circulars help in maintaining communication within a company?
- d. Explain the importance of press conferences in public communication.
- e. What is the purpose of magazines and brochures in professional communication?
- f. State how emails facilitate external communication.
- g. What content is typically included in a magazine or brochure for an organization?

**Q2) Answer ANY THREE of the following questions in about 80-100 words each. [3 X 4= 12]**

- a. Draft a memorandum informing employees about a new dress code policy at your organization.
- b. Prepare an agenda for a staff meeting to discuss the upcoming annual financial audit.
- c. Write a notice inviting students to participate in an intercollegiate debate competition.
- d. Draft the minutes of a meeting discussing the launch of a new product in a company that sells organic snacks.
- e. Write an email to all employees of your organization, announcing new rules to be implemented for workplace safety.

**Q3) Answer ANY TWO of the following questions in about 80-100 words each. [2 X 4= 08]**

- a. Write a social media post for your organization's official Facebook page, announcing a blood donation camp.
- b. Prepare a brochure promoting your company's new range of eco-friendly products.
- c. Write an agenda for a quarterly meeting to discuss employee performance review.
- d. Draft an office order announcing a pay raise for employees in recognition of their performance.

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