

SEAT No. \_\_\_\_\_

No. of Printed Pages : 2

[51]

**SARDAR PATEL UNIVERSITY**  
**B.S.W.(SE) SEMESTER – IV (CBCS)**  
**(UA04FBSE01) CORPORATE COMMUNICATION – II**  
**SATURDAY, APRIL 8, 2017**

**TIME: 02:00 PM TO 04:00 PM**

**TOTAL MARKS: 60**

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**Q:1 Choose the correct option from the multiple choice questions. (Each Question Carries One Mark) [15]**

01. Which is the basic management tool used in decision making?  
(A) Letter(B) Notice(C) Agenda(D) Report
02. Which report are related to a single occasion or situation?  
(A) Periodic report(B) Special report(C) Formal report (D) Informal report
03. Which documents considered as the content document of forthcoming meeting?  
(A) Report (B) Letter (C) Agenda(D) Notice
04. Which punctuation mark is used to mark as the end of the sentence?  
(A) Full stop (B) Comma (C) Hyphen (D) Slash
05. What is the meaning of 'dessert'?  
(A) Covered with sand(B) Sweet dish(C) Invasion(D) Skilled
06. Which is not the subject of statutory meeting?  
(A) Chairman's Speech (B) Statutory report(C) Dividend (D) List of Shareholders
07. What is the meaning the French word, 'Alia'?  
(A) From the origin(B) An action(C) To the point (D) Other things
08. What is the synonym of 'jargon'?  
(A) Shoptalk (B) Explain (C) Agree(D) Nobel
09. Which characteristics of good report depend upon the proper arrangement of facts?  
(A) Relevance (B) Precision (C) Brevity (D) Clarity

10. What punctuation mark is used for the omitted text?

(A) Ellipsis (B) Inverted Comma (C) Bracket (D) Full stop

11. Which French word is used for 'until we meet again'?

(A) au fait (B) au revoir (C) avant-garde (D) Confere

12. Which symbol is used by proof reader to mention insert?

(A) [ (B) # (C) ^v (D) =

13. Which is considered as the concise and accurate record of decisions and resolution?

(A) Notice (B) Minutes (C) Report (D) Agenda

14. Which is defined as an official list of business to be transacted during a particular meeting?

(A) Report (B) Notice (C) Minutes (D) Agenda

15. Which part of the report consist the list of technical words?

(A) Glossary (B) Bibliography (C) List of references (D) Index

**Q:2 (A)** Discuss the six various steps for selecting a suitable type of report. [15]

**OR**

**Q:2 (B)** Draft the individual report about starting a new branch of the bank in Vallabh Vidyanagar. [15]

**Q:3 (A)** Give the meaning and importance of Notice, Agenda and Minutes in the corporate field and [15]  
also give the example of Notice, Agenda and Minutes

**OR**

**Q:3 (B)** Draft Minutes of the Annual General Meeting of Priya Publication Limited, Vadodara. [15]

**Q:4** Write any two Short notes. [15]

1. Characteristics of good report.
2. Proof Reading
3. Notice, Agenda and Minutes
4. Punctuation marks