

INDIRA UNIVERSITY, PUNE

SCHOOL OF COMMERCE AND ECONOMICS- BCOM

Term End Examination (2025 Pattern) April- May – 2026- Semester – II

Course Name: English Communication- II
Course Code: 25COM213T

Max. Marks: 25
Time: 1.30 Hours

Instructions

- Instructions : Attempt all the questions.

Q1.	MCQ: (Attempt all) 1. A notice of meeting is used to: a) Entertain members b) Inform about meeting details c) Record decisions d) Write reports 2. Agenda helps in: a) Recording minutes b) Guiding meeting discussion c) Writing emails d) Filing documents 3. Minutes of meeting are: a) Future plans b) Written record of meeting c) Informal notes d) Personal opinions 4. A report should be: a) Emotional b) Biased c) Objective d) Informal 5. Email writing requires: a) Informal tone b) Professional tone c) Slang language d) Lengthy content	(5 Marks)	CO1
Q2.	Attempt any 1: a) Simplify and explain the meaning, objectives, and structure of a Notice of Meeting. b) Simplify and explain the meaning, importance, and structure of an Agenda of Meeting.	(10 Marks)	CO4
Q3.	Attempt any 1: a) Explain Complaint Letter with structure. b) Explain Leave Application Letter with structure.	(10 Marks)	CO5