

M J COLLEGE OF COMMERCE
S.Y.B.Com (Semester 6) - Year 2021
Business Communication

Part -B

(15 Marks)

1. *Prepare Notice and Agenda of Statutory Meeting of Acrycil Company.*
2. *Define Marine Insurance and its various policies.*
3. *Draft a letter rejecting a claim against Marine insurance taken by a company while shipping consignment via transport company (Assume necessary details)*
4. *What is Market Report? Define the following terms:*
 - 1) *Bull*
 - 2) *Bear*
 - 3) *Stag*
5. *Mention various types of advertising. Also justify 'Advertising' as the best tool for communicating product/service related awareness.*

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Important Instructions:

- *The assignment has to be written on single side of A4 size paper. Fancy paper should be avoided. The first page must contain personal details of the student as per last year format.*
- *The assignment has to be compulsorily submitted in plastic file.*
- *Assignment must be written in minimum 15 pages.*

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Business Communication

Part -A

(15 Marks)

- 1. Define a Joint Stock Company and its various types and explain the term Resolutions in detail.**
- 2. Prepare Minutes for First Board Meeting of M/s Petal Industries Pvt. Ltd., Mumbai.**
- 3. Draft a letter on behalf of M/s Satyam Chemicals requesting A.N.Fire Insurance Company to quote their most competitive rates to cover their godown and chemical goods against fire hazard.**
- 4. Define a Stock exchange and role of SEBI in India**
- 5. What is 'Advertising'? Write an advertisement on recently launched Cold drink.**

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