

DEPARTMENT OF ENGLISH

Date : 16.03.2021

NOTICE

for

B. A. 3rd Semester (General)

Paper Code - Sec 1

Internal & Tutorial Assessment

Time - 12 - 2 PM

Date of submission - 18.03.2021

Group A

1. Answer **any one** of the following questions : 10

- a. What is Business Communication? What are its essential elements?
- b. What is the purpose of a Project Report? How to write an effective Project Report?

Group B

2. Answer **any one** of the following : 8

- a. Write a formal email replying to a job advertisement in a business organization.
- b. Write a formal email to the Company Supervisor notifying that you are resigning from your job for a better prospect.

Students please submit your answer scripts in Pdf format in the following email id. Don't forget to write your Name, Roll no, Reg. no and Semester in the front sheet. Mail id - paulmithu2011@gmail.com

Smt S.Saha,

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