

Department of English Language and Literature
International Islamic University Chittagong
B.A (Honours)

Final Examination Spring: 2018

Course Code: ENG-3627 Course Title: Writing III (Business writing)

Time: 2 hours 30 minutes

Marks: 50

Answer any five of the following questions. All questions are of equal value.

1. Writes short notes on the following topics. (Give examples where necessary) 2x5=10
 - a) Quotations
 - b) Memorandum
 - c) Press Release
 - d) Tender Notice
 - e) Minutes
2. Suppose you are the purchase officer of Desh Garments Limited, CIS Tower, 306 Badamtal, Agrabad C/A. In response to your letter inviting quotation ZMG Furniture Mart, 102 Agrabad Access Road Chittagong sent a quotation. Now place an order for the following items focusing on your consent to accept the terms and condition, the mode of transport, terms of payment and mentioning the time within which you want to get the items: (Reproduce some terms and transport mode as well as the payment mode) 10

Office chairs-20, Almirahs-06, Wooden table-15, File racks-23
3. Assume that you are the registrar of IIUC. Draft an e-mail to be sent to heads of all departments requesting them to ensure that all teachers of their departments will remain present at the rehearsal of convocation procession to be held on Saturday next. 10
4. Write a report on the existing transport system of IIUC. Include any suggestion you think will be effective for its improvement. 10
5. The head of your organization is worried about the time the employees are spending in browsing facebook during the office hours. Now draft a memo to be signed by him and circulated to all employees asking them to be more attentive towards the official duties and refrain from browsing internet especially the facebook for their own interest. Mention how the Head came to know about the fact and what problems are being created by this. 10
6. Answer the following: 5+5=10
 - a) Imagine that you are the secretary of the staff association of your organization. Write a notice, giving the agenda of 23rd meeting of the general body about the election of the office bearers. The notice should contain the dates of nomination and withdrawals, the time and date of election and the place where it will be held.
 - b) Write the minutes of agenda discussed in the meeting.
7. Suppose you have been working at Western Marine Shipyards Limited, 56 Agrabad Commercial Area, Chittagong as assistant manager for eight years. Now you have decided to resign from the company. Write a resignation letter mentioning the cause of your resignation as well as appreciating the working environment, friendly colleagues and strong management of the company. 10