

**NEW**  
**Part-III 3-Tier**  
**2018**  
**BUSINESS PRACTICE**

**(General)**

**PAPER—C-6 (Set-2)**

**(PRACTICAL)**

*Full Marks : 50*

*Time : 2 Hours*

*The figures in the right-hand margin indicate full marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

*Illustrate the answers wherever necessary.*

1. Answer any *three* questions : 3×4
- (a) Issue an Account Payee cheque amounting Rs. 6000 in favour of West Bengal State Electricity Distribution Co. Ltd. on account of Electric bill for the last quarter of the Financial Year 2016-17
- (b) Fill up an appropriate form for making deposit of Rs. 25000 by you in the S.B A/c of Mr. R. Maity, creditor.

*(Turn Over)*

- (c) Fill up a 15G form mentioning the purpose of it.
- (d) Draft a specimen of a Credit Note.
- (e) Show the format of a Sales Day Book with two transactions (imaginary figures).
- (f) Show the necessary contents of an Audit Report.

2. Answer any *two* questions : 2×8

- (a) List four hypothetical business transactions, journalise them make Posting into Ledger account and thereafter prepare a Trial Balance.
- (b) Prepare a Double Column Cash Book with at least four entries.
- (c) Fill up an application form for opening an Current Account in a Nationalised Bank.
- (d) Fill up Form No. 15H with the help of hypothetical data.

3. Answer any *one* question : 1×12

- (a) Prepare Form No. 49A for obtaining PAN of an individual with the help of imaginary data.

(b) Prepare an Audit Report relating to any one of the following :

(i) Club

(ii) Gram Panchayat.

[Viva-Voce — 10 Marks]

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**NEW**

**2018**

**Part-III 3-Tier**

**BUSINESS COMMUNICATION**

**(Honours & General)**

**PAPER—C6**

*Full Marks : 50*

*Time : 2 Hours*

*The figures in the right-hand margin indicate full marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

*Illustrate the answers wherever necessary.*

1. Answer any *two* questions from the following : 2×5

(a) What are different channels of communication ?

(b) Explain the concept of Group Cohesiveness.

(c) Distinguish between goal conflict and role conflict.

(d) What is video conferencing ? State its advantages.

2+3

*(Turn Over)*

2. Answer any *two* questions from the following : 2×10
- (a) What principles are to be followed to make communication effective ?
  - (b) Briefly discuss the communication process.
  - (c) Describe the major conflict resolution actions.
  - (d) What are the modern communication tools used by businesses ? State the advantages and disadvantages of these tools. 5+5
3. Answer any *one* question from the following : 1×15
- (a) (i) Draft a letter regarding submission of quotation for the supply of computer to JSW Steel, Salboni against their advertisement in the newspaper.
  - (ii) Draft the minutes of the Annual General Meeting of a company in which only ordinary business was transacted. 8+7
  - (b) State the causes of formation of informal groups. Distinguish between oral communication and written communication. 8+7

[ *Internal Assessment — 5 Marks* ]

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