

Sessional Examination, 2025
B.Com/BA. 4th Semester
Sub : English Communication II

Time : 30 minutes

Full Marks : 10

1. Answer the following questions :

- (a) Who is the author of 'On Saying Please'? Whom does the author consider in his essay 'On Saying Please' as a perfect example of polite Social behaviour? 1+1=2
- (b) What is report Writing? Mention the various types of Report? 2+2=4
- (c) Distinguish between : 2+2=4
 - (i) Memos and Circulars
 - (ii) Agendas and Minutes
