

FOUNDATION COURSE

PAPER 2: SECTION-B: BUSINESS CORRESPONDENCE AND REPORTING TEST - 13

Max Marks: 10

Q1 - Write a letter to the candidates who have qualified in the written test for the post of Probationary Officers calling them to appear for an interview. (5 Marks)

Q2 - A letter of resignation from the Finance Manager who is joining a multinational company. (5 marks)

Q3 - E-mail is most effective to:

- (a) Provide directional, important and timely information**
- (b) Share detailed information and data**
- (c) Ensure there's a record of your communication**
- (d) Provide brief status update Do use e-mail to**

Q3 – Write the steps for formal email writing.

Q4 – Write an email requesting your boss for work from home due to Covid 19.