

FOUNDATION COURSE

**PAPER 2: SECTION-B: BUSINESS CORRESPONDENCE AND REPORTING
TEST - 12**

Max Marks: 10

Q1 – Write the steps of writing a memo.

(5 marks)

Q2 -Write a memo to the accounting department asking them to attend training to learn about the new software the company has adopted.

(5 Marks)

Q3 – Write the steps of writing a circular.

(5 Marks)

Q3 – You are Mr. Shiv Goel, Marketing Manager MKG technologies. Write a circular for a staff meeting.

(5 Marks)