

Bachelor of Commerce Examination: May – 2023
(Distance Education)

Day & Date	Semester	Subject Name	Time	Code	Marks
Wednesday 17-05-2023	III (Fresh/ Repeater)	English C.C. (H.L.)	02:30 PM To 05:00 PM	310301	75

Instruction: 1) Question No 1 is compulsory.
2) Answer any three of the remaining questions.

Q.1 Read the following passage and answer the questions given below. 15

Most of us nowadays carry the world in our pocket! It is amazing but true. A mobile phone can make us connected to the rest of the world within a second. Today, mothers do not have to remain in tension if their sons or daughters are late. Businessmen do not have to queue up before a telephone booth to make an important call. Apart from making calls and sending SMS, the mobile phone is used as a multipurpose gadget. It is a calculator, timepiece, calendar, voice recorder, media player, camera, gaming device, net browser and what not. Though the mobile phone is a giant step of technological advancement, its abuses cannot at all be overlooked. Talking or texting while driving may lead to accidents. Students misuse this tool in various ways and give way to social pollution. The invention of mobiles phones is a great achievement and plays an important part in our daily life. Its many aspects are beneficial but some are negative effects as well.

Its development brought convenience and advantages to the world. Communication between people has become quite easy and very fast. We can keep in contact with others from any place on the bus, in a street or in a meeting by sending a message for less than the price of a call. The Internet can be accessed through it and it is also used to click photos and shoot videos.

At the same time, parents can control their children and it is essential during emergencies. Business deals can be done on a single call through cell phone outside the office, in a park or in any shopping center. This invention gets the world closer to a single point. The Internet is also available on the cell phone.

The radiations of mobile may be dangerous to health and may cause a headache, earache and blurring vision. These invisible radiations destroy the cells located in ear and head which cause damage to the brain and nephrons in the head region. Its use in certain places causes disturbance sometimes, such as in a classroom etc. Mobile phones with camera are causing-privacy problems such as using it as a hidden camera to take pictures and making videos.

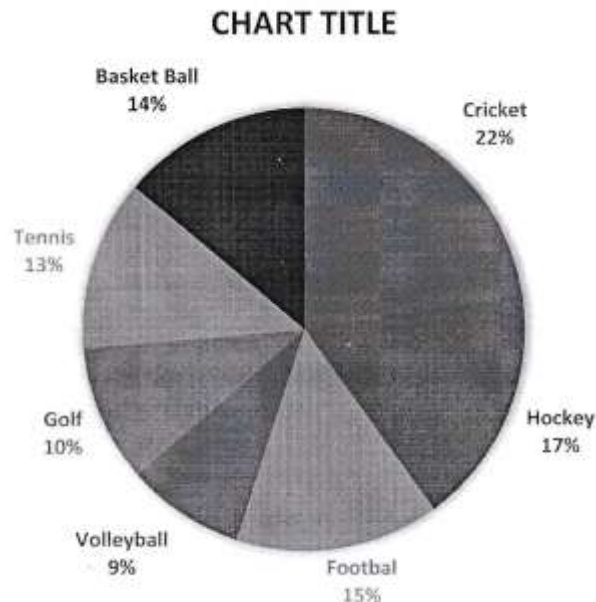
a) "We carry world in our pockets", How?

- b) What are uses of the mobile phones.? 02
- c) How can the use of the mobile phones be dangerous while driving? 02
- d) How does the radiations of mobiles affect us? 02
- e) What are the words used in the passage to mean the following. 03
- 1) Misfortune
 - 2) Hazardous
 - 3) Unseen
- f) What is your opinion on banning the mobiles in the college premises? 02
- g) Give a suitable title to the passage 02

Q.2 a) Draw a bar graph to represent data the following data. 10

Month of the year	Number of visitors to a National Park
January	450
February	300
March	150
April	100
May	500

- b) The circle-graph given here shows the spendings of a country on various sports during particular year. Study the graph carefully and answer the questions given below it.



- 1) On which sports does most of the spendings go? 02
- 2) What percent of total spending is spent on Tennis? 02
- 3) How much percent more is spent on Hockey than that on Golf? 02
- 4) On which sports the least amount is spent? 02
- 5) How much percent less is spent on Football than that on Cricket? 02

Q.3 a) Write any one letter of Credit. 10

You have received an order of 1000 wooden chairs from a customer and it's the first order. Enquiries made show that the market condition is not satisfactory. Draft a letter and convince the customer to take less order.

OR

Vinod Steels has placed an order for goods to be supplied on credit of 100 days, but they have not given any information about their references. Write a letter asking for information of references.

b) Write any One letter of Collection 10

One of your regular customers has failed to pay his dues in spite of several reminders. Write to him and if he is facing any problems in business.

OR

Write a letter to your customer who has not paid his dues in spite of several reminders. Write him stating that you have only one option left that is to go to court.

Q.4 Answer 'A' or 'B' 20

a) Draft the minutes of the meeting of the Sports \$Social Club held on 15 February 2023 at 2 pm in the main auditorium to discuss the following agenda

- Minutes of the last meeting
- Football matches and results
- Purchase of tennis equipment
- Any other business
- Date of the next meeting

OR

b) Answer both questions. 20

- 1) Explain the various stages of collection series
- 2) Explain 4Cs of Credit letter

Q.5 a) You are the principal of SPARK College, Pune. Draft a circular informing all the students about 'No Mobile is allowed in the corridors and classes'. 10

OR

You are a secretary of the housing society. Draft a circular informing the residents of the society to segregate the dry and wet waste.

b) Draft a memo to the accountant for making mistakes in the accounts. He has been given warning earlier too. 10

OR

Draft a memo to the teaching staff for not conducting the classes regularly. He has been given oral warnings earlier.