

First Semester Internal Examination, September 2026
Minor Course in Functional English
FEN1VN102 – English for Business Communication

Time: 1 Hr

Max Marks: 35

Name:	Marks Scored	Section A		Total Marks
Class:		Section B		
		Section C		

Section A

I. All questions can be attended. Answer in two or three sentences. Each question carries 3 marks. * (Ceiling marks -7)

1. What is Agenda?
2. Minutes of Resolution.
3. What is Liability?

Section B

II. All questions can be attended. Answer in not more than 100 words. Each question carries 6 marks. (Ceiling marks -18)

4. Purpose of Business Correspondence.
5. You are the Secretary of the Arts Club of your college. You have to convene a meeting to discuss matters regarding the Inauguration of the Arts Club. Draft a notice with at least six topics in the agenda.
6. Minutes of a meeting.
7. Elements of Communication.

Section C

III. Write an essay on any *one* of the following. (1x 10 =10 marks)

8. Explain the procedure for conducting a meeting.
9. Elaborate the steps to make an effective presentation.