

Q.1 A) SELECT THE CORRECT ANSWER FROM THE OPTIONS AND REWRITE THE STATEMENTS :-----

(5)

- 1) The person who presides over the meeting is known as _____.
(Secretary, Chairman, Director)
- 2) The secretary has to prepare _____ before the meeting.
(Resolution, Notice, Minutes)
- 3) The gap between two annual general meetings should not be more than _____ months.
(15 , 18, 24)
- 4) Representatives of shareholders are _____.
(directors, employees, servants)
- 5) Bank is a _____ institution.
(financial, social, cultural)

B) MATCH THE PAIRS : -----

(5)

GROUP 'A'

GROUP 'B'

- 1) Overdraft facility
- 2) Public Company
- 3) Consideration
- 4) Board Meeting
- 5) CIN

- 1) Recurring Account
- 2) 21 digit alphanumeric code number
- 3) Personable
- 4) Current Account
- 5) Eight digit alphanumeric number
- 6) At least 3 directors
- 7) Once in 6 months
- 8) 'You Attitude'
- 9) At least 4 board meetings in a year
- 10) At least 2 directors

C) WRITE A WORD, A TERM OR A PHRASE WHICH CAN SUBSTITUTE EACH OF THE FOLLOWING STATEMENTS:- (5)

- 1) A set of interconnected web pages located on a single web domain.
- 2) A meeting of the preference shareholders of a company.
- 3) A resolution passed by 3/4 majority.
- 4) Document which contains rules and regulations for internal management.
- 5) The Birth Certificate of a company.

D) FIND THE ODD ONE : -----

(5)

- 1) Saving Deposit, Recurring Deposit, Cash Credit, Fixed Deposit.
- 2) Clarity, Courtesy, Spacing, Correctness.
- 3) Annual General Meeting, Committee Meeting, Class Meeting.
- 4) Ordinary Resolution, Resolution requiring special notice, Substantive motion.
- 5) Promotion, Prospectus, Incorporation of a company.

Q.2) Explain the following terms/concepts .:----- (Any five)

(10)

- 1) Promoters (2) Board of Directors (3) Minutes
- 4) Creditors Meeting (5) Proxy (6) Agenda

Q.3) Study the following case/situation and express your opinion:----- (Any One)

(3)

- 1) Platinum Limited Company was incorporated on 1st Jan 2019. Advise the Board of Directors on the following Matters.
 - a) Within what period should the company hold its 1st Annual General Meeting?
 - b) At which place should the Annual General Meeting be held.
 - c) How many days in advance should the notice and agenda be sent to members?
- 2) Mr .Rahul is the secretary , asked by the Managing Director to inform a director about the decision taken in a Board meeting in which he ws absent. Which aspect of the essentials of a good business letter he follows?
 - a) When he is giving the required information in a very short and brief manner.
 - b) When he is using courteous words so as to be polite.
 - c) When he is giving the entire information about the meeting in a proper manner.

Q.4) Answer in brief :----- (Any Four)

(16)

- 1) State the merits of written communication?
- 2) Explain any four methods of voting?
- 3) Explain the types of resolution?
- 4) Explain the different types of Directors Meeting?
- 5) Explain the different types of companies on the basis of number of members?

Q.5) Justify the following statements:----- (Any Two)

(8)

- 1) A Joint Stock Company is an artificial person.
- 2) Motion can be amended.
- 3) Extra ordinary general meeting is called under special circumstances.
- 4) Listening is the most important aspect of effective communication.

Q.6) Attempt the following :----- (Any Three)

(15)

- 1) Draft the notice and agenda of routine board meeting.
- 2) Write a letter to bank for opening a Current Account.
- 3) Write a letter to bank to stop payment of cheque.
- 4) Write a letter to Registrar of Companies seeking extension of time to hold the Annual General Meeting.

Q.7) Answer the following:----- (Any One)

(8)

- 1) Define Communication? Explain the different parts of a business letter?

OR

- 2) Explain the different types of General Meetings of company?

BEST OF LUCK