

NATIONAL MANAGEMENT COLLEGE -PERUNDURAI

CA FOUNDATION

CHAPTER WISE TEST NO 4

BUSINESS CORRESPONDENCE & REPORTING

DATE: 06.04.2022

TIME : 1 Hour

TOTAL MARK : 30

SECTION A

Answer the following questions with your clear writing skill. (4*6=24)

- 1) Draft a **resume** along with a **cover letter** in response to the advertisement for the post of Chief Accounts officer in a company.(**6 mark**)
- 2) Write an **article** on the following topics in not more than 200-250 words.
“**Crowd Funding**” (6 mark)
- 3) ABC Company has recently introduced the policy of subsidizing 50% of the tuition fee of employee’s children. Write a **memo** for announcing this policy.(**6 mark**)
- 4) As the HR, head of your company, draft a **circular**, to be distributed to all the employees informing them about certain changes in dress code.(**6 mark**)

SECTION B

Find the antonym for the following words. (6 *1 = 6)

- 1) **Vex**
 - a) Enrage
 - b) Appease
 - c) Incense
 - d) Disturb
- 2) **Destitute**
 - a) Deprived
 - b) Indigent
 - c) Affluent
 - d) Pauperized
- 3) **Impede**
 - a) Overrate
 - b) Misprize
 - c) Snide
 - d) Trivialize
- 4) **Insipid**
 - a) Luscious
 - b) Bland
 - c) Unflavoured
 - d) Vapid

5) Yearn

- a) Desire
- b) Thirst
- c) Covet
- d) Despise

6) Adhere

- a) Neglect
- b) Heed
- c) Comply
- d) Observe