

NATIONAL MANAGEMENT COLLEGE -PERUNDURAI

CA FOUNDATION

CHAPTER WISE TEST NO 5

BUSINESS CORRESPONDENCE & REPORTING

DATE: 11.04.2022

TIME : 1 Hour

TOTAL MARK : 30

SECTION A (20 marks)

- 1) On behalf of your CA firm, write a **formal mail** to all your clients requesting them to provide all the necessary information, needed for filling of IT returns. State that details should be sent well in time, before the last date i.e 31st July, 2021. Sign yourself as partner of the firm.(1*5=5)
- 2) Prepare **Agenda** for the Meeting in a tabular method to discuss the annual meeting of your own company.(1*5=5)
- 3) Write the '**Minutes of the Meeting**' for a meeting organized to discuss the problems faced by the Washing Machine in the market that requires change now.(1*5=5)
- 4) Write a **letter** to the customer service manager of Ganesh Electronics Pvt. Ltd. Complaining about a defect in the music system purchased from the store. (1*5=5)

SECTION B (10 marks)

I.Choose the correct meaning of the idioms given below. (1*4=4)

- 1) **Gift of gab**
 - a) Speaking jerky
 - b) Speaking mutely
 - c) Speaking eloquently
 - d) Speaking maunderly
- 2) **Cry for the moon**
 - a) Asking for something unfeasible
 - b) Asking for something conceivable
 - c) Asking for something sensible
 - d) Asking for something surmountable
- 3) **In hot water**
 - a) In dilemma
 - b) In contentment situation
 - c) In aided situation
 - d) In healthy situation
- 4) **A big gun**
 - a) A paltry person
 - b) A obscure person
 - c) A pertinent person
 - d) A unknown person

II. Choose the similar meaning of the words given. (6*1=6)

1) Epitome

- a) Curtness
- b) Verbosity
- c) Extend

2) Glut

- a) Surfeit
- b) Dearth
- c) Scarcity

3) Novice

- a) Veteran
- b) Recruit
- c) Expert

4) Reverence

- a) Veneration
- b) Censure
- c) Despise

5) Jovial

- a) Cordial
- b) Surly
- c) Gloomy

6) Myriad

- a) Calculable
- b) Incalculable
- c) Limited