

BUSINESS COMMUNICATION

TEST PAPERS

CHAPTER-BASIC UNDERSTANDING OF DEEDS AND DOCUMENTS

Question 1. Draft a business letter, presuming your facts that you have received the goods from the company and you are sending payments. (4 Marks)

Question 2. Explain partnership deed. State the various components which are required to draft a partnership deed.(5 marks)

Question 3. State the contents that are required for drafting an Annual Report of a Company. (2 marks)

Question 4. M/s. Assure Investments, a firm of partners A and B, appoint and authorize Mr. X giving powers to sell and sign transfer deeds for transfer of shares and debentures by executing an instrument of the "Power of Attorney". Draft such instrument of the "Power of Attorney" of the firm.(5 marks)

Question 5. The Board of Directors of RSP Limited agrees with X to hire his (X's) flat at NOIDA on lease for ten years @ ` 20,000 per month for marketing office of the company. You are a senior executive of the Board and the board asks you to prepare the lease deed for the agreement. Draft a lease deed.(4 MARKS)