

Preparing Business Documents

ASSESSMENT

Total Marks: 30

Answer the following questions:

1. Briefly explain following types of letters. (10)
 - a. Requests for information
 - b. Letters of reference (recommendation)
 - c. Letters of refusal
 - d. Letters of persuasion
2. What will you include for setting up a business case? (10)
3. Write down different parts of a formal report? (10)