

Total No. of Pages: 1

5614

Register Number:

Name of the Candidate:

B.Com. DEGREE EXAMINATION, May 2015

(SECOND YEAR)

(PART – II)

210 / 610: ENGLISH COMPOSITION AND BUSINESS CORRESPONDENCE

(New Regulations / Old Regulations)

*(Common with BMM / B.Com(MM) (NR & OR), B.Com A & F (NR & OR), B.Com I.B(N.R),
and B.Com BS(NR))*

Time: Three hours

Maximum: 100 marks

Answer Section A and Section B in the Same answer booklet

SECTION – A

I. Write essays on any TWO of the following in about two pages (2 × 15 = 30) each.

1. Sketch the character of Herbert pocket.
2. Describe Pip's adventures on the marshes.
3. Write an essay on Pip's life in London.
4. Compare and contrast farfrae and Henchard.

II. Write a Precis of the following passage reducing it to one third of Its length: (20)

In view of recent financial strain because of Increasing responsibilities and financial needs, all development banks have been making frantic but unplanned efforts to mobilise resources. But resource mobilisation should be undertaken only after resource planning. Planning Invoices decision making both on quantum of funds and the pattern of fund requirements.

The former is related to capitalisation, the latter to capital structure such planning will ensure not only cheap and safe capitalisation but also optimal utilisation of the capital mobilised. Estimation of capital requirements should also be done carefully so that both Inadequacy and superfluity of capital may be avoided.

SECTION – B

Answer any THREE questions

(50)

5. Explain in detail about the structure of business letters with suitable example.
6. Write a letter from M/s Ganesh Company Ltd., Chennai toM/s Sivasakthi Computers asking for the price list for various brand of Computer. Also draft a suitable replay to this inquiry.
7. Global Enterprise of Mumbai invites application for the account post of its newly established branch in Chennai. As an applicant you are requested to draft the application for this post.
8. Draft the minutes of the statutory meeting of the M/s Maruthi & Co. Ltd.,
9. Write an essay about "E-banking services".

\$\$\$\$\$\$