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Register Number:

5551

Name of the Candidate:

B.Sc. DEGREE EXAMINATION, December 2014

(HOTEL MANAGEMENT AND TOURISM)

(SECOND YEAR)

(PART-II)

210. ENGLISH COMPOSITION AND BUSINESS CORRESPONDENCE

**(Common with B.B.A Tel. Mgt. B.B.A Bus. Appl., B.B.A Retail Mgt.
B.B.A. MHRM B.B.A. HTM., B.B.A. ATHM, BMC, B.Sc. Hotel Mgt.,
B.B.A AM.)**

Time: Three hours

Maximum: 100 marks

I. Write an essay on any two of the following not less than 250 (2× 15 = 30) words

- a) Justify the title "Great expectations".
- b) Is Michael Heuchard-a victim of circumstances? Discuss.
- c) Examine how female characters differ from the traditional Victorian women in Great expectation.
- d) Discuss the role of Mrs. Harisham

II. Write a précis of the following passage reducing it to one third of its (20) length.

A stamp to many people, just a slip of paper that takes a letter from one town or country to another. They are unable to understand why we, stamp collectors, find so much pleasure in collecting them and how we find the time in which to indulge in our hobby. To them its seems a waste of time, a waste of effort and a waste of money. But they do not realise that there are many why do buy stamps, many who find the effort worthwhile, and many who, if they did not spend it less profitably we all seek something to do in our leisure time and what better occupation is there to keep us out of mischief that, that of collecting stamps?

An album, a packet of hinges a new supply of stamps and the time passes swiftly and pleasantly. Stamp collecting has no limits, an a collection never has an end, countries are always printing and issuing new stamps to celebrate corouatius, great events, anniversaries and deaths. And the fascination of collecting is trying to obtain these stamps before one's rival every sphere of stamp collecting has its fascination receiving letters from distant countries and discovering old stamps in the leaves of dusty old books. A stamp itself has a fascination all its own.

III. Answer any THREE questions**(50)**

1. Write an essay about the insurance scenario in agriculture.
2. Draft a letter asking your banker to stop payment of a cheque.
3. Explain the features of a sales letter.
4. Write a letter to your dealers communicating the special bonansa discount scheme.
5. What are circular letters? How they differ from other office circulars.

