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Register Number:

Name of the Candidate:

B.Com. DEGREE EXAMINATION December 2014

(SECOND YEAR)

(PART – II)

210/610: ENGLISH COMPOSITION AND BUSINESS CORRESPONDENCE

(NR & OR)

**[Common with B.Com IB (NR), B.Com. A&F (NR&OR), BBS/B.Com./BS (NR),
BMM/B.Com. M.M. (NR & OR)]**

Time: Three hours

Maximum: 100 marks

(Use Separate Answer Sheets for Section – A and Section – B)

SECTION – A (50 Marks)

I. Write a essays on any two of the following not less than 250 words:

(2 × 15 = 30)

- a. Justify the title “Great Expectation”.
- b. Discuss the relationship between Pip and Estella.
- c. Sketch the character of Michael Henchard.
- d. Write the part played by Elizabeth – Jane in “The Mayor of Casterbridge”.

II. Make Précis of the following Passage:

(20)

The first thing necessary to the pleasure of reading is that when people are young they should acquire the habit of reading. This is becoming more and more difficult. Before I was aware of things in the world, the penny post had already begun make a change adverse to reading by consuming a vast amount of time in correspondence that was unnecessary, trivial or irksome. Railways have altered people’s habit by making them move about much more. But railways have this compensating advantage that, although they take people much away from home, a long railway journey affords a first rate opportunity for reading. They are not, therefore, an unmixed disadvantage. But now things are changing. The motor-car is altogether unfavourable to reading. People consume more time in moving about than they did and they consume it under conditions which, even, for people with good eyes, must make reading difficult, if not impossible. The telephone is a deadly disadvantage; it minces time into fragments and slays the spirit. Wireless, with all its delights, is now being added as a distraction to divert people from time that might be given to the pleasure of reading. All these things must make it more difficult for successive generations to acquire the habit of reading, and if that habit be acquired, to maintain it. Even before all these changes, it was not easy to maintain the habit, but it could be done.

SECTION – B (50 Marks)
Answer any THREE questions.

1. Explain the layout of a good business letter.
2. Write a circular letter to your customers about the new credit card system your bank has introduced.
3. A customer with a bank account has requested you to issue a fresh cheque book within a fortnight of receiving the earlier one. Write a letter to him suggesting that cheque leaves should be used carefully, so that they are not exhausted soon.
4. A policy holder writes to the Life Insurance Corporation for a loan against his policy. Draft his letter and the reply given by the Life Insurance Corporation.
5. Write an essay about the E-Banking Services in India.

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