

2. A party, who was having good business relations, is now running into loss because of depression of trade. Write a letter allowing him four instalments to remit the account due and also, instruct him to send the first instalment immediately.
3. Write a report to your principal starting the progress of the sales of last month. Ask further suggestions to improve the sales of the coffee and tea in your area.
4. Write an application letter for the post of an accountant in a limited company, in your city.
5. A businessman needs a loan of Rs. 5,000 to be invested on the purchase of cloths on account of the approaching Deepavali festival on his personal security. Draft a banker's reply.

Register Number :

Name of the Candidate :

1 4 2 4

**B.Com. / B.Com. (A & F) / B.M.M
DEGREE EXAMINATION, 2010**

(SECOND YEAR)

(PART - II)

(PAPER - II)

**210 / 610. ENGLISH COMPOSITION AND
BUSINESS CORRESPONDENCE**

(*Including Lateral Entry*)

May]

[Time : 3 Hours

Maximum : 100 Marks

*Answer Section - A and Section - B in
separate answer books.*

Turn Over

SECTION - A*ENGLISH COMPOSITION* (50)

I. Attempt essays on any TWO of the following in about THREE pages each :

(2 × 15 = 30)

- (a) Bring out the significance of Magwitch in *Great Expectations*.
- (b) Sketch the character of Pip.
- (c) Analyse Pip - Estella love affair.
- (d) Justify the title *Great Expectations*.

II. Make a precis of the following passage:

(1 × 20 = 20)

In small, primitive societies nobody needed money because everybody worked together and shared things, but in bigger societies people specialise. For example, one person spends all his time making pots and another person spends all his time fishing. The fisherman needs pots and the potter needs fish, so they exchange or barter. However,

this system can become very complicated if, for instance, the potter wants ten fish but the fisherman wants only one pot. For this reason, people began to use money. They agreed to take a valuable object, such as a shell, a stone or a metal, in exchange for what they were selling. They could collect the objects and wait until they found something they really wanted to buy. Gold and silver were often used as money because they can be divided into very small quantities and they are not damaged by water or air. Gold is, especially valuable because there is not very much of it in the world and it is expensive to take it out of the ground where it is mixed with rock.

SECTION - B (50)*BUSINESS CORRESPONDENCE*

Answer any THREE questions.

All questions carry equal marks.

1. What factors should be considered before a letter of complaint is replied to ?

Turn Over