

4. Paramount General Stores, Pune, have not paid long overdue bills inspite of reminders. Write on behalf of Shriram Suppliers, Mumbai, threatening to take legal action if the bill is not paid within eight days.
5. A policy-holder writes to the Life Insurance Corporation to sanction him maximum loan against his policy for ₹40,000 as he wants to buy a house. Draft a policy-holder's letter as well as the reply given by the Life Insurance Corporation.

Register Number :

Name of the Candidate :

5 4 7 4

B.Com. DEGREE EXAMINATION, 2011

(SECOND YEAR)

(PART - II)

(PAPER - II)

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

*(Common with B.M.M. &
B.Com.(Accounting & Finance)*

December] [Time : 3 Hours

Maximum : 100 Marks

Answer Section-A and B

in separate answer books.

ALL questions carry equal marks.

SECTION - A (50)

(ENGLISH COMPOSITION)

1. *Write essays in about THREE pages each on any TWO of the following : (2 × 15 = 30)*

- (a) Comment on the healthy relationship between Pip and Mr. Joe.

Turn Over

- (b) How did Pip help the convict encountered in the graveyard?
- (c) How was Pip treated in the house of Miss. Havisham?
- (d) How did Abel Magwitch prove to be a worthyman?

II. *Make a precis of the following passage:* (20)

In childhood, the mind is easily influenced. Ideas then caught take their root. Later life is influenced by childhood experience. Early experiences like joy and sorrow have a permanent effect on a child's later development in life. If in domestic life the children are surrounded by good influences like love, duty, honesty and virtue, they will grow into healthy and useful human beings. If, on the contrary, the domestic influences are unhealthy, the children will turn out to be vulgar and even dangerous to society. The child imitates what he sees. The best models of conduct, habit and speech should be presented before the children. The one model which the child sees all the time is the mother. One good mother is worth a hundred teachers. There cannot be a better example at home to train the child than a good mother.

SECTION - B (50)

(BUSINESS CORRESPONDENCE)

Answer any THREE questions.

ALL questions carry equal marks.

1. "The success of a letter depends upon the effectiveness of its opening and closing paragraphs." - Discuss and explain why it is so.
2. Write a letter from Ashoka Tools Ltd., giving quotation for the supply of electrical pump-sets. Emphasise in your letter the installation service, after-sales service and replacement facilities provided to your customers.
3. You are wholesaler in ballpoint and gel pens, and have received an order for one gross of Ritewell pens. You do not have them in stock but can supply another variety of pens which are quite as good. Write a letter regretting your inability to supply the pens your customer wants and inducing him to buy the ones you can supply.

Turn Over