

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI 600 086
(For candidates admitted during the academic year 2015– 16)

SUBJECT CODE: 15EL/FC/BE13

B.Com./B.Com.(CS)/B.Com.(A&F) DEGREE EXAMINATION, NOVEMBER 2015
FIRST SEMESTER

COURSE : FOUNDATION ENGLISH
PAPER : BUSINESS ENGLISH
TIME : 3 HOURS MAX. MARKS: 100

SECTION A

I. A. Answer any TWO of the following: (2 x 10 = 20)

1. Star Hotels Pvt. Ltd. requires a **Front Office Manager** for their newly opened hotel in Chennai. Minimum two years experience required. Fluency in English, good managerial skills and computer knowledge is a must. **Apply with CV** to The Personnel Manager, Star Hotels Pvt. Ltd., New Delhi.
2. Ms. Anne Raj has been appointed as the Accounts Officer in your firm. Draft an **appointment letter** informing her of the terms and conditions of her service.
3. Write a letter to *Trendy Garments* giving them a **quotation** for different kinds of woollen clothing (colours and sizes to be included).

B. Answer any TWO of the following: (2 x 5 = 10)

1. Quatar and Sons Pvt. Ltd. owe you Rs. 10,000 for many months for goods supplied by you. Write a **reminder** asking them for prompt settlement.
2. Draft a **circular** to the employees of your firm about the opening of a gymnasium in the basement of the office building. Inform them about the new equipment and services available.
3. As a Sales Officer of your company write a letter to your customer introducing a new range of vacuum cleaners.

II. Answer the following: (2 x 5 = 10)

1. Prepare a **memorandum** to the employees of the HR Department of your company warning them against being habitually late to office.
2. Draft a **notice** to your employees asking them to use eco-friendly products as part of the company's initiative to maintain a clean and green environment.

III. Write a paragraph on any one of the following in about 100 words each: (1 x 10 =10)

1. Sexual Harassment in the Workplace.
2. The Advantages and Disadvantages of Online Shopping.
3. Is Marketing and Promotion the Key to a Successful Business? Discuss.

IV. Develop the following hints into a paragraph of about 100 words: (10 marks)

Mercedes Benz India – announced local assembly – two of its best -selling models. Indian customer – benefit – models CLA and GLA cheaper – Mercedes – Launched production – Pune. Local production – address waitlist – across India – also cater – demand – festival season. CLA – stunning design- technological innovations – attractive – for buyers – adds value. India – only country – producing locally – petrol and diesel varieties of CLA.

SECTION B**V. Answer any TWO of the following in about 150 words each: (2 x 10 = 20)**

1. Why does Mrs. Packletide decide that she would no longer indulge in any big-game shooting?
2. What are Kamala Das opinions on language in the poem “An Introduction”?
3. What is the game of scrabble compared to in the poem? Discuss.
4. How does the parrot embarrass Aunt Ruby at the end of the story?

SECTION C**VI. Fill in the blanks with the suitable Articles: (1 x 10 = 10)**

1. I can hear _____ strange noise in the class.
2. _____ umbrella is no use in a cyclone.
3. It was _____ proudest moment of my life.
4. I have _____ interview for _____ job tomorrow.
5. I saw _____ accident this morning. _____ driver was not hurt but _____ car was badly damaged.
6. Did you have _____ nice holiday? Yes, it was _____ best holiday I've had for years.

VII. Fill in the blanks with suitable Prepositions:**(1 x 10 = 10)**

1. Who is the person _____ the picture?
2. I will meet you _____ 9 o' clock tonight.
3. Every day I take the train _____ work.
4. We went to dinner _____ our neighbours last night.
5. Your textbook is _____ the kitchen table.
6. It will take five hours _____ the flight to Delhi.
7. The truck driver was driving _____ 120 km/hour when he crashed
_____ the barrier.
8. You remind me _____ my sister.
9. I'm reading a novel _____ Charles Dickens. It's brilliant!
