



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

FOURTH SEMESTER – NOVEMBER 2016

EL 4051 - ENGLISH FOR COMMERCE

Date: 02-11-2016
Time: 01:00-04:00

Dept. No.

Max. : 100 Marks

Section A

Answer any FIVE of the following.

(5 x 4 = 20)

1. Trade and economy
2. Commerce and commercial
3. False balance
4. Memo
5. Sports report
6. Advertisement English

Section B

Answer any Four of the following.

(4 x 10 = 40)

7. Give the format of the formal letter.
8. Make an advertisement for a pen.
9. What is an informal letter?
10. Describe any five commerce terms briefly.
11. What is a News report?

Section C

Answer any TWO of the following.

(2 x 20 = 40)

12. Write an essay on the use of English in the field of commerce.
13. Write a letter to Antony & Co. requesting for a replacement of some tabs which are faulty.
14. What are the different types of business correspondence? Explain them.
