



THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (2nd Cycle) by NAAC with Grade “A”, CGPA – 3.46 on a 4-point scale

Backlog Arrear Examination, March 2021

ENG/ENS 3259

Business English

Time: 2Hrs

Marks: 60

I. Answer any Four of the following :

(4X15 =60)

1. What are the dos and don'ts of Group Discussion?
2. Discuss the use of audio-visual aids in presentation.
3. Write an Agenda for a board meeting to decide the next advertising campaign to collect charity funds.
4. Prepare a half yearly report on inspection of goods along with recommendations to CEO.
5. Write a conversation between a HR and manager regarding the welfare of the employees.
6. Draft a letter to Max Dealers complaining about the quality of the hardwares.
