



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

Business Correspondence

COM/CME 3201

Maximum Marks: 60

Duration: 2 hours

Answer any **FOUR** of the following (4X15=60)

1. Describe the Importance of Business Correspondence.
2. Draw the Layout of a Business Letter and Explain its parts.
3. Point out any ten terms used in Business Letter with Expansion.
4. Write a status enquiry letter and a favourable reply for that.
5. Write a letter to Indian Bank, Madurai for opening a savings bank account.
6. Prepare a Resume for the post of Accountant.
