

KAMARAJ COLLEGE (Autonomous)

Accredited with A+ Grade by NAAC

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

(3 Pages)

Reg. No:

Question Code :26E01820

Course Code : 24USEN42

UG Degree - End Semester Examinations, April 2026

Fourth Semester

B.A. ENGLISH

English For Business

(For those who joined in July 2024 onwards)

Time : 3Hours

Maximum : 75 Marks

PART - A (10 × 1 = 10 Marks)

Answer ALL Questions

Choose the correct answer :

- CO:1
K:1
1. What is primarily used for formal communication in a professional environment?
- (a) Casual (b) Informal
(c) Formal (d) Social
- CO:1
K:1
2. Which English is used in academic research and scholarly articles?
- (a) Technical (b) Casual
(c) Business (d) Informal
- CO:2
K:1
3. Which is the primary communication tool in Business?
- (a) Face book (b) E-Mail
(c) Whatsapp (d) Twitter
- CO:2
K:1
4. What is essential for making a good first impression?
- (a) Vacation (b) Hobby
(c) Gift (d) Professional presentation
- CO:3
K:1
5. Tell the primary purpose of Business English.
- (a) Entertain (b) Persuade
(c) Inform (d) Relax
- CO:3
K:1
6. Select the document that provides detailed information about a company.
- (a) Brochure (b) Proposal
(c) Manual (d) Chart

- CO:4 7. Show the key component of Business English Education.
K:2
(a) Personal Development (b) Technical Jargon
(c) Emotional Intelligence (d) Basic Grammar
- CO:4 8. Illustrate the focus of Business English courses on Vocabulary
K:2 and Phrases.
(a) Casual (b) Colloquial
(c) Technical (d) Informal
- CO:5 9. Classify the skill which is needed to participate in international
K:2 trade, businesses.
(a) Language (b) Financial
(c) Technical (d) Managerial
- CO:5 10. Relate the documents which include contracts, proposals, and
K:2 business plans.
(a) Administrative documents (b) Financial documents
(c) Legal documents (d) Business documents

PART - B (5 X 5 = 25 Marks)

Answer ALL Questions choosing either (a) or (b).

Answer should not exceed 250 words.

- CO:1 11. (a) Analyze the common features of Business English.
K: 4

(OR)

- (b) Examine the role of Business English in writing reports.

- CO:2 12. (a) Construct an essay about effective writing techniques in
K: 3 Business English.

(OR)

- (b) Develop an essay about Business English and its impact on Global Trade and International Relations.

- CO:3 13. (a) Analyze the importance of Business English in Global Trade.
K: 4

(OR)

- (b) List down the key features of Business English.

- CO:4 14. (a) Identify the role of education in learning Business English.
K: 3

(OR)

- (b) Apply the challenges in learning Business English.

CO:5 15. (a) Analyze how Business English improve job prospects in the
K: 4 economy.

(OR)

(b) Examine the role of Global communication.

PART-C (5X8=40)

Answer ALL Questions choosing either (a) or (b).

Answer should not exceed 500 words.

CO:1 16. (a) Explain the definition and scope of Business English.

K:5

(OR)

(b) Estimate the importance of Business English in the workplace.

CO:2 17. (a) Discover the essential elements of effective Business
K: 4 English.

(OR)

(b) Examine the common mistakes in Business English and how can they be avoided.

CO:3 18. (a) Develop an essay on Vocabulary and Jargon in Business
K: 6 English.

(OR)

(b) Discuss the benefits of Business English in a company.

CO:4 19. (a) Explain the importance of Business English in the
K: 5 workplace.

(OR)

(b) Interpret the importance of Business English in education.

CO:5 20. (a) Discuss the need of Business English in Global Trade.

K: 6

(OR)

(b) Develop an essay about the contribution of Business English to economic development.