

Reg. No. :

Name :

Third Semester B.A./B.Sc. Degree Examination, October 2019

First Degree Programme under CBCSS

English – (Language Course)

EN 1311.1/EN 1311.3 : WRITING AND PRESENTATION SKILLS

(Common for B.A./B.Sc. (Language Course VI) and Career related 2 (a)
(Language Course V))

(2015 Admission onwards)

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions, each in a word or sentence.

A. Rewrite the following sentences, correcting the errors, if any.

1. Everybody in the class know the answer.
2. Ten miles are a long distance to walk.
3. I prefer coffee than tea.
4. I congratulated him for his success.
5. One of the teachers are absent today.

B. Write **one** synonym each for the following words :

6. strange
7. train
8. pause
9. observe
10. negotiate.

(10 × 1 = 10 Marks)

P.T.O.

II. Answer any **eight**, each in a short paragraph not exceeding 50 words.

11. Write a note on the importance of writing.
12. What is blogging?
13. What does the term 'conventions of language' refer to?
14. What is a memorandum?
15. Define collocation.
16. What is syntax?
17. Why is 'clubbing or clustering' important?
18. What is a report?
19. What is the difference between a précis and a summary?
20. What are morphemes?
21. What is a topic sentence? Explain its importance.
22. Explain the difference between writing and speaking.

(8 × 2 = 16 Marks)

III. Answer any **six** as directed :

23. Prepare an email to the HR manager of a company that is recruiting fresh graduates as trainee executives. Attach your resume.

24. Write a précis of the following passage reducing it to one third of its length

Malayalam is the mother-tongue of 35 million Malayalis, eighty percent of whom live in Kerala. The remainder are scattered over different parts of India and the world, including Malaysia, Singapore, the countries surrounding the Persian Gulf, Africa, Europe and North America.

Malayalis are well-known for their ability to adjust easily to their surroundings. Wherever a Malayali goes, from New Delhi to New York, he becomes a part of the local scene, though Kerala is always present in his heart.

Like its speakers, the Malayalam language also has been open to foreign influences. Malayalam literature reflects this spirit of accommodation and has, over the centuries, developed a tradition which, although deeply rooted in the native soil of Kerala, is truly universal in spirit. It is remarkably free from the prejudices that have marred the literature of certain other parts of our country. To its basic Dravidian stock have been added elements borrowed or adopted from non-Dravidian languages such as Sanskrit, Arabic, French, Portuguese and English. The earliest of these associations was with Tamil, which according to many linguists is the root language from which Malayalam was born. Sanskrit, however, accounts for the largest of the 'foreign' influences, followed closely in recent times by English. This broad-based cosmopolitanism has indeed become a distinctive feature of Malayalam language and literature.

25. Imagine that you are the secretary of the arts club in your college. Prepare a report on the various activities conducted by the arts club.
26. Write a letter to the principal of your college, making an enquiry about the courses offered there.
27. Prepare a questionnaire to evaluate the quality of the waste disposal system in your locality.
28. What is the difference between formal and informal letters?
29. Distinguish between academic and creative writing.
30. Imagine that you are the General Manager of a company. Prepare a memo to remind an employee to attend a quarterly sales meeting.
31. Create content for 8 to 12 slides on "The Festival of Onam".

(6 × 4 = 24 Marks)

IV. Answer any **two** as directed.

32. Write an essay on, "The impact of cinema on youth" in about 300 words.
33. Discuss the various stages of writing that enable a writer to create an ideal piece of writing.
34. What is an essay? What are the guidelines for writing a good essay?
35. Request the manager of a bank, in writing, for a replacement of the debit card you have lost.

(2 × 15 = 30 Marks)

(Pages : 4)

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Reg. No. :

Name :

Third Semester B.Com. Degree Examination, October 2019

Career Related First Degree Programme Under CBCSS

Group (2a)

Core Course III

MANAGEMENT CONCEPTS AND THOUGHTS

(Common for CX 1341 / HM 1341/TT 1341)

(2018 Admission)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer all questions in one or two sentences each. Each question carries 1 mark.

1. Define management.
2. What is stick and carrot in motivation?
3. What do you mean by need for affiliation?
4. What are the components of direction?
5. What is grapevine communication?
6. What is departmentation?
7. State any two policies of a business entity.

P.T.O.

8. Suggest any two ways for bringing discipline in an organisation.
9. State two schools of thought under neo classical approach of management.
10. What is TQM stands for?

(10 × 1 = 10 Marks)

SECTION – B

Answer any **eight** questions in not exceeding one paragraph each. Each question carries **2** marks.

11. What do you mean by knowledge management?
12. What is Valence?
13. What is 'Kaizen'?
14. State the four kinds of leadership identified by Renis Likert.
15. What are the steps in controlling?
16. List any four contributions of 'Bureaucratic Model' to management.
17. State the major functions of top level Management of an organisation.
18. State any four determinants of remuneration of personnel.
19. Suggest the ways for overcoming resistance.
20. Why co ordination is recognized as the essence of management?
21. State any four objectives of business management.
22. What are the roles played by a manager as a 'decision maker' in Mintzberg's view?

(8 × 2 = 16 Marks)

SECTION – C

Answer any **six** questions in not exceeding 120 words. Each question carries **4** marks.

23. 'Organizing function is performed through a series of steps'. Justify the statement'.
24. Describe the illumination experiment of Elton Mayo.
25. What are the features of a profession? Examine whether management is a profession?
26. What is span of management? What are the determinants of span of management?
27. 'Directing is the heart of management functions'. Describe.
28. What do you mean by MBO? Explain the process of MBO technique.
29. Explain the Leadership styles identified in the Grid Theory of Blake and Mueton.
30. What are the principles of TQM?
31. Explain how we can apply McClellands need for achievement theory to motivate employees.

(6 × 4 = 24 Marks)

SECTION – D

Answer any **two** questions in not exceeding **4** pages each. Each question carries **15** marks.

32. Examine the applicability of Taylor's Scientific Management School for enhancing productivity.
33. Define control and explain the different techniques of control made applicable in an organization context.

34. Explain the contributions of Frederic Herzberg and Abraham Maslow to management through their Motivation Theories.
35. Critically examine the modern management techniques for better business performance.

(2 × 15 = 30 Marks)

(Pages : 7)

H – 1569

Reg. No. :

Name :

Third Semester B.Com. Degree Examination, October 2019

First Degree Programme under CBCSS

Core Course

ADVANCED FINANCIAL ACCOUNTING

(Common for CO 1343/CC 1344 (2014 to 2017
Admission)/CO1342/CX1342/TT1342/HM1342/CC1343 (2018 Admission))

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in one word to maximum of two sentences. Each question carries 1 mark.

1. What is meant by partnership deed?
2. What is dissolution of firm?
3. What is consignment?
4. What is proforma invoice?
5. What is Joint Venture?
6. Write a short note on Memorandum Joint Venture Account.
7. What are the main types of branches from accounting point of view?
8. What is 'goods in transit'?
9. What are departmental accounts?
10. What is dual pricing?

(10 × 1 = 10 Marks)

P.T.O.

SECTION – B

Answer **any eight** questions not to exceed one paragraph. Each question carries **2** marks.

11. Explain the circumstances under which a firm is dissolved.
12. What is meant by 'fixed capital' of partners?
13. Bring out two important decisions of Garner Vs. Murray.
14. Who is consignee?
15. Name the various methods of recording Joint Venture transactions.
16. Distinguish between joint venture and consignment.
17. What is meant by dependent Branch?
18. What is meant by 'Branch Adjustment Account'?
19. What are inter departmental transfers?
20. List the bases for apportionment of common expenses in departmental accounts.
21. Invoice price of goods sent out is ₹.4,00,000. $\frac{4}{5}$ th of the goods were sold by consignee at ₹.3,52,000. The rate of commission is 2% upto invoice value and 10% of any surplus above invoice value. Calculate the amount of commission.
22. Calculate invoice price of Goods sent to branch and profit included therein:

Goods sent to Branch (at cost) ₹.1,20,000

Goods are invoiced to the Branch at 25% above the cost.

(8 × 2 = 16 Marks)

SECTION – C

Answer **any six** questions not to exceed in 120 words. Each question carries **4** marks.

23. What is realisation account? How and when is it prepared?
24. Distinguish between consignment and sale.
25. What are the objectives of Branch accounting?
26. What are the advantages of departmental accounting?
27. Pass necessary journal entries for the following transactions at the time of dissolution of the firm
 - (a) X, a partner takes over an unrecorded asset (typewriter) at ₹3,000
 - (b) Undistributed balance (debit) of Profit and Loss account ₹30,000. The firm has three partners X, Y and Z
 - (c) The assets of the firm realised ₹1,25,000
 - (d) Creditors paid ₹28,000 in full settlement of their account of ₹30,000.
28. Mr. X provides the following information:
 - (a) Goods sent by Mr. X to his agent Mr. Y—10,000 units @ ₹20 per unit.
 - (b) Mr. X's forwarding expenses ₹.50,000.
 - (c) Agent took delivery and brought goods to his godown after incurring expenses @ ₹1 per unit.
 - (d) Goods sold by agent – 7,300 units @ ₹30.
 - (e) Agents commission — 6%

Calculate the amount of closing stock.

29. X Ltd. Provides you the following information:

	Stock as on 1.4.2014	Purchases	Sales
Dept. A	120 units	1,000 units	1,020 units @ ₹20.00
Dept. B	80 units	2,000 units	1,920 units @ ₹22.50
Dept. C	152 units	2,400 units	2,496 units @ ₹25.00

Total purchases for the period is ₹.1,00,000

The rate of gross profit is 20%, same for all the departments.

Prepare departmental trading account for the year 2014-15

30. Give journal entries in the books of Branch A to adjust the following

- Head office exp. ₹35,000 allocated to the Branch, but not recorded in Branch Books
- Depreciation of branch assets, whose accounts are kept by the Head office not provided earlier for ₹25,000
- Branch paid ₹40,000 as salary to a H.O Inspector, but the amount paid has been debited by the branch to salaries account.
- A remittance of ₹1,50,000 sent by the branch has not yet been received by Head Office.

31. X and Y entered into a joint venture, agreeing to share profits and losses in the ratio of their respective contributions. X and Y deposited ₹65,000 and ₹32,500 respectively into a joint bank account. Goods bought for ₹75,000. Expenses incurred ₹.10,950. Goods sold for ₹90,000. Goods taken over by X amounted to ₹2,700.

Prepare joint venture account and find out the profit.

(6 × 4 = 24 Marks)

SECTION – D

Answer **any two** questions not exceeding four pages. Each question carries **15** marks.

32. Write short notes on:

- (a) Treatment of normal and abnormal losses in consignment
- (b) Recurring and non-recurring expenses relevant in consignment
- (c) Delcredere and overriding commission in consignment

33. Jeevan and sons has two departments' cloths and readymade clothes. Readymade clothes are manufactured by the firm itself out of clothes supplied by the cloth department at its usual selling rate. From the following figures prepare Departmental Trading and Profit and Loss account and General Profit and Loss account for the year ending 31 December 2017.

	Cloth (₹.)	Readymade (₹.)
Opening stock on 1.1 .2017	3,60,000	60,000
Purchases	29,00,000	20,000
Sales	35,00,000	7,00,000
Transfer to readymade cloth department	4,50,000	–
Manufacturing expenses	–	1,40,000
Closing stock on 31.12.2017	1,00,000	48,000

General expenses incurred for both the department were ₹1,20,000. The stocks in the readymade cloth department may be considered as consisting of 66 2/3% cloth and 33 1/3% other expenses. The cloth department earned profit at the rate of 18% in 2016.

34. A Delhi merchant has a Branch at Chennai to which he charges out the goods at cost plus 25%. The Chennai Branch keeps its own Sales ledger and transmits all cash received to the Head Office every day. All the expenses are paid from the head Office. The transactions for the Branch were as follows.

	₹
Stock (1 .4.2007) at invoice price	11,000
Debtors (1 .4.2007)	100
Petty cash	100
Cash sales	2,650
Credit sales	23,950
Goods sent to Branch at invoice price	20,000
Collection from Branch debtors	21,000
Goods returned to Head Office at invoice price	300
Bad debts	300
Allowances to customers	250
Returns inwards	500
Cheque sent to Branch:	
Rent	600
Wages	200
Salaries	900
Stock (31.3.2008)	13,000
Debtors (31.3.2008)	2,000
Petty cash (31.3.2008) including miscellaneous	
Income not remitted	125
Prepare Branch Trading and Profit and Loss account.	

35. Ram and Lal shared profits in the ratio of 2:3. Their Balance Sheet on March 31, 2016 was as follows

Balance sheet			
Liabilities	₹	Assets	₹
Creditors	40,000	Cash	16,000
Lal's loan	32,000	Debtors	80,000
Profit and loss account	50,000	Less: Provision	<u>3,600</u>
			76,400
Capital:		Inventory	1,09,600
Lal	1,60,000	Bills receivable	40,000
Ram	<u>2,40,000</u>	Buildings	<u>2,80,000</u>
	<u>5,22,000</u>		<u>5,22,000</u>

Ram and Lal decided to dissolve the firm on the above date. Assets except bills receivable realized ₹4,84,000. Creditors agreed to take ₹38,000. Cost of realisation was ₹2,400. There was an unrecorded motor cycle in the firm and it was sold for ₹10,000. There was a contingent liability of ₹5,000 in respect of outstanding electricity bill. Ram took bills receivable at ₹33,000.

Prepare necessary accounts to close the books of the firm.

(2 × 15 = 30 Marks)