

REW

June - Examination 2016

BCA Pt. I Examination**Report Writing in English****Paper - REW****Time : 3 Hours]****[Max. Marks :- 100**

Note: The question paper is divided into three sections A, B and C.
Write answer as per the given instruction.

Section - A**10 × 2 = 20**

(Very Short Answer Questions)

Note: Answer **all** questions. As per the nature of the question you delimit your answer in one word, one sentence or maximum upto 30 words. Each question carries 2 marks.

- 1) (i) What do you mean by 'encoder'?
- (ii) What is the role of 'moderator' in group discussion?
- (iii) Write the names of three stages of developing Telephonic skills.
- (iv) Write the names of any four audio-visual aids in speech.
- (v) Why are financial reports prepared?

- (vi) What is the meaning of 'foreword'?
- (vii) Write one importance of 'margins' while writing a letter?
- (viii) What is the central idea of writing the memorandum?
- (ix) Write one merit of using first indented form of writing?
- (x) What is Fax?

Section - B**4 × 10 = 40****(Short Answer Questions)**

Note: Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 10 marks.

- 2) Write the advantages of emails.
- 3) Write notes on
 - (i) comma
 - (ii) semi-colon
- 4) How can you make your letter of application impressive?
- 5) What are the disadvantages of non-verbal communication?
- 6) Explain the structure of memo report in detail.
- 7) State the differences between business and personal letters.
- 8) What do you mean by communication and Information Technology.
- 9) What things should be kept in mind before giving an interview?

Section - C**2 × 20 = 40**

(Long Answer Questions)

Note: Answer **any two** questions. You have to delimit your answer maximum upto 500 words. Each question carries 20 marks.

- 10) Explain in detail the barriers to communications?
 - 11) Throw light on the advantages of group discussion and what traits does it evaluate.
 - 12) Write a letter of complaint regarding the billing error in electricity bills.
 - 13) Elucidate important components of an effective talk.
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