REW

June - Examination 2026

B.C.A. Programme Examination

Technical Report Writing in English

Paper : REW

[*Time: **3** Hours*] [*Maximum Marks: **70***]

Note :- The question paper is divided into three Sections A, B and C. Write answers as per the given instructions.

Section-A **7×2=14**

(Very Short Answer Type Questions)

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

1. (i) What is Decoding?

   (ii) How is eye contact important in communication?

   (iii) What planning is important before an Interview?

   (iv) What is the difference between Tone and Tempo?

   (v) What are the different methods and sources used in report writing?

   (vi) What is the full form of C.V.?

   (vii) Name different types of business letters.

Section-B **4×7=28**

(Short Answer Type Questions)

Note :- Answer **any four** questions. You have to delimit your each answer maximum up to **200** words. Each question carries **7** marks.

2. How can you differentiate business letter from personal letter?

3. What are circulars and memorandum?

4. Discuss the techniques for tackling tricky questions in an Interview.

5. What are modifiers?

6. Explain the structure of memo report.

7. What is Business Communication? Write the difference between Business & Personal letters.

8. What are the sales letters? Discuss in detail.

9. What is the importance of correspondence in Government department and also state the types of filing?

Section-C

2×14=28

(Long Answer Type Questions)

Note :- Answer **any two** questions. You have to delimit your each answer maximum up to **500** words. Each question carries **14** marks.

10. What are sales letters? How they different from placing orders' letters?

11. Write a technical report for the computer firm in which you are working as an executive officer.

12. Write a note on different types of employment interview, describing clearly the purpose for which they are conducted?

13. What are the essentialities for good and effective communication? Elucidate.
