

REW

December - Examination 2015

BCA Ist Year 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 answers as per given instructions.

Section - A

10 x 2 = 20

Note: Section A contains 10 (Ten) Very Short Answer Type Questions (one word, one sentence and definitional type). All questions in this section are compulsory. Each question will be of 2 (two) marks. Maximum marks of this section will be 20 marks.

1) Read the passage and answer them:

A learned Pundit once visited the court of Akbar. He told the king and his courtiers that he had mastery over many different languages. The Pundit could speak many languages fluently. He challenged everybody at the court to name his mother tongue. When everyone failed, the challenge was taken up by Birbal. That night, Birbal went quietly to the Pundit's room when he was asleep. He whispered into the Pundit's ear and tickled it with a feather. The Pundit, half awake, cried out suddenly and shouted out words in his mother tongue.

- (i) Who visited the court of Akbar?
- (ii) What did he claim to know?
- (iii) Pick out the opposites of the following from the passage:
 a) loudly _____ b) same _____
- (iv) Pick out the past tense from the passage:
 a) shout _____ b) cry _____
- (v) Pick out the word form the passage which has the following meaning:
 a) member of a royal court - _____
 b) able to talk easily - _____
- (vi) Who took the challenge?
- (vii) What did Birbal do with Pundit?
- (viii) Who knew all the languages?
- (ix) Who was against the Pundit?
- (x) Write the opposite of awake from the passage.

Section - B

4 x 10 = 40

Note: Section B will contains 8 (eight) Short Answer Type Questions. Examinees will have to answer any 4 (four) questions. Each question will be of 10 (ten) marks and maximum word limit for each answer is 200 words. Maximum marks of this section will be 40 marks.

- 2) What are the objectives of communication?
- 3) What is meant by the statement "Communication is a two way process"
- 4) What are the content of presentation?
- 5) How would you assess material before making notes from it? Why is assessment necessary?

- 6) Write a technical report of your own choice choosing a subject and topic.
- 7) What is Business Communication? Write the difference between Business and 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 x 20 = 40

Note: Section C will contain 4 (four) Long Answer Type Questions and each question will have an internal choice. Examinees will have to answer any two questions. Each question will be of 20 (twenty) marks and maximum word limit for each answer is 500 words. Maximum marks of this section will be 40 marks.

- 10) What is communication? Explain the whole process of communication by drawing the diagram.
- 11) What are the factors of communication and explain both formal and non-formal communication?
- 12) Define the term "Report" and explain the process of data collection along with preparatory steps.
- 13) Write short notes on any two and illustrate it with examples:
 - (i) Demi official letters
 - (ii) Memorandum
 - (iii) Circulars
 - (iv) News letters