

REW

December - 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 answers as per given instructions.

Section - A**10 × 2 = 20**

(Very Short Answer Questions)

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

- 1) (i) Write the basic elements of communication.
- (ii) Write two barriers to communication.
- (iii) What should be kept in mind while giving interview about body language?
- (iv) Write three main constituents of public speaking.
- (v) What are 'Statutory Reports'?
- (vi) What is the role of 'survey' in reports?
- (vii) What approach should be used in inquiry letters?

- (viii) Write the steps for writing a memo.
- (ix) What is full form of PDF?
- (x) State one difference between Debate and group discussion.

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) What things should be kept in mind before preparing a “resume”?
- 3) Explain the importance of content in Memos.
- 4) What things should be kept in mind while writing address on the envelopes?
- 5) Write down important preparatory steps indeed while collecting data for a report.
- 6) What is the difference between informative and ceremonial presentations.
- 7) Explain the stages of developing telephone skills.
- 8) State the difference between Fax and Telegrams.
- 9) State the importance of using dictionary.

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 fundamental of communication.
- 11) Explain the advantages of Technical Documentation.
- 12) Write a letter of enquiry. You need to know the fee, duration etc. from 'Radiant Spoken Classes'.
- 13) What are principles of Business Communication. Explain.
