

REW

December - Examination 2017

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 the 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 up to 30 words. Each question carries 2 marks.

- 1) (i) What does length of your report depend on?
- (ii) What do you mean by 'feedback'?
- (iii) Why is eye contact important?
- (iv) Name two types of interview where exchange of information take place?
- (v) What is the role of observer?
- (vi) What do you mean by 'impromptu' speaking.

- (vii) Write two advantages of video aids.
- (viii) What is mixed punctuation?
- (ix) Name two salient strategies to capture the reader's attention in sales letter?
- (x) What is common accepted definition of Telemarketing?

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 are the advantages of emails?
- 3) Write notes on the importance of interview?
- 4) Change the following sentences in active voice.
 - (i) Sugar is sold by the grocer.
 - (ii) Mice are caught by cats.
 - (iii) My book was stolen by Hari.
 - (iv) The bell is rung by the peon.
 - (v) Animals are loved by children.
 - (vi) A meeting has been arranged by the manager.
 - (vii) The begger was bitten by the mad dog.
 - (viii) Let the door be shut.
 - (ix) By whom were you taught English?
 - (x) My watch has been stolen.

- 5) Identify and name the parts of speech of the underlined words:
- (i) My work is easy.
 - (ii) Everyone came but Rajan.
 - (iii) We ate in the afternoon.
 - (iv) The after effects of the drugs are bad.
 - (v) He did not accept any favour.
 - (vi) Time and tide wait for none.
 - (vii) Still waters run deep.
 - (viii) Each of them has a pen.
 - (ix) Lucky is going to school.
 - (x) He likes big dogs.
- 6) Write the significance of body language.
- 7) Throw light on the factors aiding effective presentation.
- 8) Explain different types of reports.
- 9) Explain the characteristics of good business reports.

Section - C

2 × 20 = 40

(Long Answer Questions)

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

- 10) What are the fundamental of communications? Explain.
- 11) Explain the importance and techniques of writing reports.
- 12) Discuss different types of Government correspondence.
- 13) Elucidate official and social correspondence.