

REW

December - Examination 2018

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 Type Questions)

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) (i) What do mean by 'decoding'?
- (ii) Write two examples of telephonic communication.
- (iii) Write two listening skills needed for effective presentation.
- (iv) Write four effective ways for making speech.
- (v) What is mixed punctuation?
- (vi) What are sales letters?

- (vii) What are secondary sources?
- (viii) What is copyright notice?
- (ix) Write two disadvantages of visual aids.
- (x) What are exit interviews?

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

Note: Section 'B' will contain 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 qualities of good communication?
- 3) Discuss the process of communication.
- 4) What is the importance of 'resume'?
- 5) What things should be kept in mind while appearing for an interview?
- 6) What is corporate communication? Why it is important?
- 7) Discuss non-verbal communication.
- 8) Change the following sentences into active voice.
 - (i) The boy teased the monkey.
 - (ii) Mother made a cake yesterday.
 - (iii) Did he do his duty?
 - (iv) Ravi has written a novel.
 - (v) Nadim has learned his lessons.

- (vi) Somebody stole my pen yesterday.
- (vii) Have you finished the report?
- (viii) The police caught the thief.
- (ix) The boy will never forget this experience.
- (x) My brother has completed the work.
- 9) Identify and name the parts of speech of the underlined words:
- (i) He went to the market.
- (ii) I want to go now.
- (iii) Masons build houses.
- (iv) He looked up but didn't see anything.
- (v) My family live in different parts of India.
- (vi) That was a difficult question.
- (vii) What are you doing there?
- (viii) Have we bought enough chairs?
- (ix) he was very impressed with his result.
- (x) Although Gagan is poor, he is happy.

Section - C**2 × 20 = 40**

(Long Answer Type Questions)

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 are the fundamentals of Technical documentation.
 - 11) Discuss different types of non-verbal communication.
 - 12) Describe the significance of telemarketing in present era.
 - 13) State the importance of communication skills and communication process.
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