

**REW**

December - Examination 2019

**BCA Pt. I Examination****Report Writing in English****Paper - REW****Time : 3 Hours ]****[ Max. Marks :- 70**

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

**Section - A****7 × 2 = 14****(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. 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 word from 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 ?

### Section - B

4 × 7 = 28

#### (Short Answer Questions)

**Note:** Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 7 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 & 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 Questions)**

**Note:** Answer **any two** questions. You have to delimit your each answer maximum upto 500 words. Each question carries 14 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. Editorials
    - ii. Memorandum
    - iii. Circulars
    - iv. News letters
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