

**REW**  
**December – Examination 2020**  
**BCA (Part-I) Examination**  
**ENGLISH**  
**(Report Writing in English)**  
**Paper : REW**

*Time : 2 Hours ]*

*[ Maximum Marks : 70*

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*Note* :- The question paper is divided into two Sections A and B. Write answers as per the given instructions.

**Section–A**

**7×2=14**

**(Very Short Answer Type 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) What is non-formal communication ?
  - (ii) What do you mean by 'Gestures' ?
  - (iii) Whom do we write 'Business Letters' ?
  - (iv) Name the types of Interview.
  - (v) Name the *two* types of Letter Writing.
  - (vi) Write the steps of Data Collection.
  - (vii) Whom do we write 'Memorandum' ?
6. Throw light on the importance of Demi Official Letters.
  7. Write a short note on the importance of e-mails.
  8. Discuss the factors aiding effective interview presentation.
  9. State the importance of 'Telemarketing' in today's world.

**Section-B**                      **4×14=56**

**(Short Answer Type Questions)**

*Note* :- Answer any *four* questions. Answer should not exceed **200** words. Each question carries 14 marks.

2. How can you differentiate business letter from personal letter ?
3. What are editorials and circulars ?
4. Explain the structure of memo report.
5. What is the process of data collection before writing a report ?