

REW
December – Examination 2021
B.C.A. Programme Examination
REPORT WRITING IN ENGLISH
Paper : REW

Time : 1½ Hours]

[Maximum Marks : 100

Note :- The question paper is divided into two Sections
A and B.

Section–A

4×5=20

(Very Short Answer Type Questions)

Note :- This section contains *ten* questions (one word, one sentence and definitional type) having weightage of 20 marks. Examinees will have to attempt any *four* questions. Each question will be of 5 marks and maximum words limit will be **30** words.

1. (i) Name the elements of Communication.

- (ii) What are the steps of Communication Process ?
- (iii) Define 'interview' in a line.
- (iv) What are the three phases of Listening Process ?
- (v) What does Front Matter of Report Consist ?
- (vi) What is Telemarketing ?
- (vii) Mention any *two* types of Non-verbal Communication.
- (viii) Are there any disadvantages of e-mail ? Name at least two.
- (ix) Write down the definition of Pronoun.
- (x) Mention any *two* examples of Conjunctions.

Section-B **4×20=80**

(Short Answer Type Questions)

Note :- This section contains *Eight* questions. Examinees will have to answer any *four* questions. Each question will be of 20 marks. The weightage of this section will be of 80 marks. Examinees have to delimit each answer in maximum **200** words.

- 2. Name the factors of Effective Presentation.
- 3. What is a Committee Report ?
- 4. Explain briefly the three stages of the process of writing.
- 5. Summarize the advantages of Teleconferencing.
- 6. What is Non-verbal Communication ?
- 7. You are the head of an electronics company showroom. Prepare a sales letter to sell your product showing offers, guarantees etc.
- 8. You are the manager of Shree Cement Ltd. You want to grow the rate of Cement. Prepare a circular, inviting suggestions from your employees for it.
- 9. Explain the essential features of an interview.