

REW

December – Examination 2022

B.C.A. Programme Examination

REPORT WRITING IN ENGLISH

Paper : REW

Time : 3 Hours]

[Maximum Marks : 70

Note :- The question paper is divided into three Sections A, B and C. 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 up to **30** words. Each question carries 2 marks.

1. (i) Define Communication.
- (ii) Write the elements of communication.

- (iii) Write the definition of 'Communication' according to Baid Jr. John.
- (iv) What are the types of Communication ?
- (v) Define Conversation.
- (vi) What is most essential part of a Report ?
- (vii) What type of language is used while writing a report ?

Section-B **4×7=28**

(Short Answer Type 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 and 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 Type Questions)

Note :- Answer any *two* questions. You have to delimit your each answer maximum up to **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 the following :
 - (i) Demi official letters
 - (ii) Memorandum
 - (iii) Circulars