

11. What are the factors of communication ? 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 all but choose one to illustrate as an example also :
- (i) Official letters
 - (ii) Memorandum
 - (iii) Circulars
 - (iv) News letters

REW

December – Examination 2023

B.C.A. Programme Examination

REPORT WRITING IN ENGLISH

Paper : REW

Time : 3 Hours]

[Maximum Marks : 100

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

Section-A

2×10=20

(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 **50** words. Each question carries 2 marks.

1. (i) Write a definition of 'Communication'.
- (ii) What are the advantages of e-mail ?

- (iii) Write *two* examples of conjunction.
- (iv) Define Conversation.
- (v) What is telemarketing ?
- (vi) What is most essential part of a letter ?
- (vii) What type of language is used while writing a report ?
- (viii) What is a notice ?
- (ix) What is the full form of C.V. ?
- (x) What are the *two* types of interview ?

Section-B **4×10=40**

(Short Answer Type Questions)

Note :- Answer any *four* questions. Each answer should not exceed **100** words. Each question carries 10 marks.

- 2. What are the objectives of report ?
- 3. What is meant by the statement “Communication is a two-way process” ?
- 4. What are the content of presentation ?

REW/4

(2)

TC-430

- 5. How would you assess material before making notes from it ? Why is assessment necessary ?
- 6. Write a technical notice of your own choice choosing a subject and topic.
- 7. What are non-formal letters ? Write the difference between Business and Personal letters.
- 8. What are the complaint letters ? Discuss in detail.
- 9. What is the importance of correspondence in Government department and also state the types of filing.

Section-C **2×20=40**

(Long Answer Type Questions)

Note :- Answer any *two* questions. You have to delimit your each answer maximum up to **800** words. Each question carries 20 marks.

- 10. What is communication ? Explain the whole process of communication by drawing the diagram.

REW/4

(3)

TC-430 Turn Over