

# REW

**December - Examination 2025**  
**BCA 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 be **2** marks.

1. (i) Write the definition of 'Communication' according to Baird Jr. E. John.
- (ii) Define Conversation.
- (iii) What is most essential part of a report?
- (iv) What type of language is used while writing a report?
- (v) What is a Memo?
- (vi) What is the full form of C.V.?
- (vii) What are the two types of filings?

**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 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 all but choose one to illustrate as an example also -
  - (i) Demi official letters
  - (ii) Memorandum
  - (iii) Circulars
  - (iv) News letters

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