

REW**June/December – Examination 2020****B.C.A. (Part I) Examination****ENGLISH****(Report Writing in English)****Paper : REW***Time : 2 Hours]**[Maximum Marks : 70*

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 do you mean by 'Communication' ?
(ii) What is a 'Memo' ?
(iii) What is the full form of 'C.V.' ?
(iv) Define 'Conversation'.
(v) Why are 'notes' important before writing ?
(vi) What is Decoding ?
(vii) Why is eye contact important in communication ?
5. Write a technical report on the set up of computer lab in your college.
6. Discuss the techniques for tackling tricky questions in an interview.
7. What are Modifiers ?
8. State the difference between fax and telegram.
9. What things should be kept in mind before preparing a resume ?

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. What is the difference between informative and ceremonial presentation ?
3. Explain the stages of developing telephone skills.
4. Throw light on the contents of presentations.