

# REW

June – Examination 2023

## B.C.A. Programme Examination

REPORT WRITING IN ENGLISH

Paper : REW

*Time : 3 Hours ]*

*[ Maximum Marks : 70*

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*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) Name any *two* parts of speech.
- (ii) What are the advantages of e-mail ?

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***T-430*** *Turn Over*

- (iii) Write *two* examples of conjunction.
- (iv) What are the *three* phases of listening process ?
- (v) What is telemarketing ?
- (vi) What is the first step of writing skill ?
- (vii) What do you mean by passive writing ?

**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 contents of presentation ?
- 3. How would you assess material before making notes from it ? Why is assessment necessary ?
- 4. What is the importance of correspondence in government department ? What are different types of correspondence ?
- 5. Write a report on the visit to blood bank camp.
- 6. What is the difference between business and informal letters ?

- 7. What are the main objectives of communications ?
- 8. Comment on the importance of editorials.
- 9. What are sales letters ? Define.

**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. Explain the process of communication and also the importance of communication.
- 11. Compare and contrast the formal and non-formal means of communication.
- 12. State the importance of Report and explain the process of data collection.
- 13. Elucidate the role of memorandum, circulars and notices in the government sector.