

REW

June – Examination 2024

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) Name the different types of official letters.
- (ii) What is the first step of communication ?

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(1) ***TT-430*** Turn Over

- (iii) Define 'conversation' in a line.
- (iv) What are the three phases of reading process ?
- (v) What does Front Matter of Report consist ?
- (vi) What is non-verbal marketing ?
- (vii) Mention any *two* types of Verbal communication.

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 is a committee report ?
3. Explain briefly the three stages of the process of writing.
4. Summarize the advantages of teleconferencing.
5. What is non-verbal communication ?
6. Name the parts of speech.
7. Differentiate the use of active and passive voice.
8. Where a colon can be used ?
9. Name the factors of Effective Presentation.

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 fundamental of Communication and explain both formal and non-formal communication ?
12. Define the term 'Interview' and explain the process of data collection along with preparatory steps.
13. Write short notes on all :
 - (i) Demi official letters
 - (ii) Questionnaire
 - (iii) Communication Skills