

REW

**BCA Programme**  
**Examination, June - 2015**  
**Report Writing in English**

**Paper : REW***Time : Three Hours]**[Max. Marks :100*

**Note:** The questions paper will be divided into three section A, B and C.

**Section-A**

(contains 10 (Ten) Very Short Answer Types Questions)

**Note:** (one word, one sentence and definitional type.) All questions in this section are compulsory. Each question will be of 2 (two) marks and maximum word limit for each answer will be 30 words. maximum marks of this section will be 20 marks.

Q.1 (i) Name the elements of communication.

(ii) What are the steps of communication process.

(iii) Define 'interview' in a line.

(iv) What are the three phases of listening process?

(v) What does Front Matter of Report consist?

(1)

REW/200/6

- (vi) What is telemarketing?
- (vii) Mention any two types of Non-Verbal communication.
- (viii) Are there any disadvantages of E-mail? Name at least two.
- (ix) Write down the definition of Pronoun.
- (x) Mention any two examples of conjunctions.

### Section-B

(Short Answer Type Questions)

**Note:** Section 'B' will contain 8 (eight) Short Answer Type questions. Examinees will have to answer any 4 (four) questions. Each question will be of 10 (ten) marks and maximum word limit for each answer is 200 words. Maximum marks of this section will be 40 marks.

- Q.1 Name the factors of Effective Presentation.
- Q.2 What is a committee report?
- Q.3 Explain briefly the three stages of the process of writing.
- Q.4 Summarize the advantages of teleconferencing.
- Q.5 What is non-verbal communication?
- Q.6 Name the parts of speech.
- Q.7 Differentiate the use of active and passive voice.
- Q.8 Where a colon can be used? Advantages.
- Q.9

(2)

### Section-C

(Long Answer Type Questions)

**Note:** Section 'C' will contain 4 (four) Long Answer Type Questions and each question will have an internal choice. Examinees will have to answer any two questions. Each question will be of 20 (twenty) marks and maximum word limit for each answer is 500 words. Maximum marks of this section will be 40 marks.

- Q.10 You are a customer of JVVNL, Jaipur, Write an adjustment letter to adjust the amount in the next month bill as you paid more than required in previous bill.
- Q.11 You are the head of an electronics company showroom. Prepare a sales letter to sell your product showing offers, guarantees etc.
- Q.12 You are the manager of Shree Cement Ltd. You want to grow the rate of cement. So prepare circular inviting suggestions from your employees for it.
- Q.13 Explain the essential features of an interview.

—x—

(3)