

**REW**

June - Examination 2017

**BCA Pt. I Examination****Report Writing in English****Paper - REW****Time : 3 Hours ]****[ Max. Marks :- 100**

**Note:** The question paper is divided into three sections A, B and C. Write answers as per given instructions.

**Section - A****10 × 2 = 20**

(Very Short Answer 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) Write two things which are needed for communication skills?
- (ii) What is consensus?
- (iii) Why are gestures important?
- (iv) Name two types of interview where exchange of feelings take place.
- (v) What are the three phases of listening process?

- (vi) Name atleast two components needed for making speech effective.
- (vii) Name two audio visual aids.
- (viii) What is closed punctuation?
- (ix) Name two government correspondence.
- (x) What is fax?

**Section - B****4 × 10 = 40**

(Short Answer Questions)

**Note:** Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 10 marks.

- 2) What are the advantages of teleconferencing?
- 3) Write notes on the importance of group discussions.
- 4) Change from passive into active:
  - (i) By whom was this book written.
  - (ii) He was called a fool.
  - (iii) He was elected king.
  - (iv) He will be forgiven by us.
  - (v) The telegram has been sent.
  - (vi) Tea is drunk by Karan every morning.
  - (vii) Was the truth told by Rohit.
  - (viii) Some flowers are being picked by them.
  - (ix) The field is being ploughed by the farmer.
  - (x) All the cakes have been eaten by the children.

- 5) Identify and name the parts of speech of the underlined words:
- (i) I work in Jaipur.
  - (ii) Abhishek came but Raman didn't come.
  - (iii) We had afternoon tea.
  - (iv) They arrived soon after.
  - (v) Pride goes before a fall.
  - (vi) You pay less attention to your studies.
  - (vii) He still lives in that house.
  - (viii) Ravi is a handsome boy.
  - (ix) Wisdom is better than strength.
  - (x) He goes to college daily.
- 6) Write the significance of effective learning.
- 7) Throw light on the verbal elements in speech to make it effective.
- 8) State the difference between individual reports and committee reports.
- 9) What objectives should be kept in mind while writing technical writing?

**Section - C****2 × 20 = 40**

(Long Answer Questions)

**Note:** Answer **any two** questions. You have to delimit your each answer maximum upto 500 words. Each question carries 20 marks.

- 10) Explain in detail principles of communication skills.
  - 11) Explain various types of business letters and correspondence.
  - 12) Elucidate in detail all the non-verbal communications.
  - 13) What is the difference between technical documentation and report writing? Explain.
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