

REW

June - Examination 2018

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 word. Each question carries 2 marks.

- 1) (i) What do you mean by 'Channel'?
- (ii) Write two examples of group communication.
- (iii) Write two speaking skills needed for effective participation.
- (iv) Write four tips regarding the effective use of body language?
- (v) What is closed punctuations?
- (vi) What are adjustment letters?
- (vii) What is the full form of 'C.C.'

- (viii) What is 'preface'?
- (ix) Write two advantages of visual aids.
- (x) What are persuasive interviews?

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) Discuss various types of report.
- 3) Write a note of 'Oral Communication'.
- 4) Write the process of group discussion.
- 5) Write the significance of effective listening.
- 6) Why is 'An Introduction' the first important element in a report.
- 7) What are complaint and enquiry letters?
- 8) Change the following sentences in active voice.
 - i) I sent the report yesterday.
 - ii) I have finished the job.
 - iii) They are building a house.
 - iv) May God bless you with happiness!
 - v) He wore a blue shirt.
 - vi) Somebody cooks meals everyday.
 - vii) He was writing a book.
 - viii) The tiger was chasing the deer.
 - ix) Our team may win the match.
 - x) Nurses look after patients.

- 9) Identify and name the parts of speech of the underlined words.
- i) Mohan bought some books.
 - ii) There is a rat underneath the bed.
 - iii) Rohan is my best friend.
 - iv) The policeman didn't run fast enough to catch the thief.
 - v) I thought of a wise plan.
 - vi) I want to go now.
 - vii) That was a lovely evening.
 - viii) He must be a stupid.
 - ix) My father works in a factory.
 - x) It is my bike.

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) Elucidate the principles of Business Communication.
- 11) State the importance of grammar and writing skills in communication.
- 12) Discuss the various steps and preparation needed for job.
- 13) Discuss the principles of report writings and its importance.
