

REW

June - Examination 2019

BCA Pt. I Examination

Report Writing in English

Paper - REW

Time : 3 Hours]

[Max. Marks :- 70

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

Section - A

7 × 2 = 14

(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) Name two types of letter writings?
- (ii) What is non-formal communication?
- (iii) Name the steps of data collection.
- (iv) Whom do we write business letters?
- (v) Name the types of interview.
- (vi) What do you mean by 'gestures'?
- (vii) What are different types of business letters?

Section - B**4 × 7 = 28**

(Short Answer Questions)

Note: Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 7 marks.

- 2) What is the difference between informative and ceremonial presentation?
- 3) Explain the stages of developing telephone skills.
- 4) Explain the importance of content in Memos.
- 5) State the difference between Fax and Telegrams.
- 6) What things should be kept in mind before preparing a resume' ?
- 7) What is personal communication? Write the difference between Business & Personal letters.
- 8) What are the enquiry letters? Discuss in detail.
- 9) Discuss what is the importance of correspondence in communication?

Section - C**2 × 14 = 28**

(Long Answer Questions)

Note: Answer **any two** questions. You have to delimit your each answer maximum upto 500 words. Each question carries 14 marks.

- 10) Explain in detail the fundamentals of communication.
 - 11) Explain the advantages of Technical documentation.
 - 12) Write a letter of enquiry. You need to know the fee, duration etc. from E-Computer & Classes.
 - 13) What is Business Communication? Write the principles of Business Communications.
-