

REW

June – Examination 2022

B.C.A. Programme Examination

REPORT WRITING IN ENGLISH

Paper : REW

Time : 1½ Hours]

[Maximum Marks : 100

Note :- The question paper is divided into two Sections A and B.

Section–A

4×5=20

(Very Short Answer Type Questions)

Note :- This section contains *ten* questions (one word, one sentence and definitional type) having weightage of 20 marks. Examinees will have to attempt any *five* questions. Each question will be of 4 marks and maximum words limit will be **30** words.

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 ?
- (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 **4×20=80**

(Short Answer Type Questions)

Note :- This section contains *Eight* questions. Examinees will have to answer any *four* questions. Each question will be of 20 marks. The weightage of this section will be of 80 marks. Examinees have to delimit each answer in maximum **200** words.

- 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.