

GVM's GGPR College of Commerce & Economics,  
Farmagudi- Ponda, Goa.

B.C.A. (Semester IV) Intra Semester Assessment (ISA) III- Test, March 2020

**TECHNICAL WRITING SKILLS**

Duration: 45 minutes

Marks: 15

Q.1) Answer the following: (5 Mks)

1. You are Ether/Esthaphen D'Silva residing at Santa-Maria, Hill View, Farmagudi. You want to sell the old furniture from your house. Draft an advertisement giving all the necessary details.

Q.2) Answer the following: (5 Mks)

2. You are Ashutosh Reddy, the CEO of The House of Panash. You have recently observed that your employees take the company PCs home for private work. Draft a memorandum giving a subtle warning.

Q.3) Answer any **ONE** (5 Mks)

- A. Elucidate on the concept of email and netiquette. ( 5 points only)

**OR**

- B. What are fax messages? Explain.

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