

Goa Vidyaprasarak Mandal's
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND
ECONOMICS, PONDA-GOA
B.C.A (SEMESTER-IV) EXAMINATION, APRIL 2018
TECHNICAL WRITING SKILLS

Duration: 2 Hrs

Marks: 50

Instructions: All questions are compulsory.

Q.1. Fill in the blanks. (5x1=5)

1. In the parts of the letter _____ provides the return address and contact details of the receiver.
2. A memo is abbreviation of the word _____.
3. The person who sends the letter giving information about you is known as _____.
4. The auditor's report, the director's report is an example of _____ type of report.
5. _____ type of letter of enquiry are sent out by the letter writer on his own.

Q.2. State whether the following statements are true or false. (5x1=5)

1. The confidential letters and private letters are one and a same.
2. There is a difference between the box number and the post box number.
3. The salutation is the traditional way to greeting the reader in a letter.
4. Commercial jargon was at its height during the time of Queen Victoria.
5. The attention line will not contains the name of the person to whom the letter is concerned.

Q.3. Answer any FOUR questions. (4x5=20)

1. Write a note on follow up letter.
2. Explain N. O. M.A . Form of letter.
3. Write a letter of an appointment.
4. Write a note on committee report.
5. Write a note on memos.
6. Explain press release.

Q.4. Answer any TWO questions. (2x10=20)

1. Briefly explain the parts of business letter.
2. Draft a job application letter in response to the following advertisement.
VACANCY: for data entry operator in a construction company in Panjim with minimum qualification of B.Com or BC.A. Candidate should have knowledge of basic softwares with good communication skills. Freshers can apply.
3. Write a committee report on opening a branch office.
4. Write a letter to bank about opening a new account in block form layout.