

**Goa Vidyaprasarak Mandal's  
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE  
AND ECONOMICS, PONDA-GOA  
B.C.A (SEMESTER-IV) EXAMINATION, APRIL 2019  
TECHNICAL WRITING SKILLS**

Duration: 2 hours

Marks: 50

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Q.1) Answer any **ONE**. (10)

1. Mention different kinds of reports and explain each.

**OR**

1. Explain the concept of netiquette in detail.

Q.2) Answer the following : (10)

1. You wish to sell your double bed and an antique teapoy. Draft an advertisement in a local newspaper. You reside at Rima Villa, House Number 0114, Penha-de-Franca, Vasco-Goa.
2. You are Aditya Gadgil, the M.D of PNG and Sons. Draft a memo informing your employees that they can't eat in the conference hall during the lunch break.

Q.3) Answer any **ONE**. (10)

1. You are Yashasvini/Ayush Mehta, residing at Shantiniketan, Bengal. Draft a letter applying for the post of accounts teacher in DGD's SPRS College of Commerce and Economics , Kolkata. You came across the advertisement in The Times of India on 1<sup>st</sup> April 2019.

**OR**

2. You are Madirakshi/Karthik Trivedi. You live at Yugantar, Shantinagar, Ponda. Draft a letter informing your M.D that you are resigning from the post of general manager at Co-Optex.

Q.4) Answer any **ONE**. (10)

- 1) How do you collect data for a report?

**OR**

- 2) A. Differentiate between individual and committee report.  
B. Differentiate between formal and informal letter.

Q.5) Write a neat resume/bio-data/ C.V of yourself imagining that you have completed your education and ready to apply and answer interviews for your dream job. (10)

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