

**Goa Vidyaprasarak Mandal's**  
**GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND**  
**ECONOMICS, PONDA-GOA**  
**B.C.A. (SEMESTER-IV) EXAMINATION, JULY 2021**  
**TECHNICAL WRITING SKILLS**

**Duration: 1Hour**

**Marks: 30**

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Instructions:-

1. All the questions are compulsory however, internal choice is available.
2. Figures to the right indicate full marks.

Q. 1. Answer **ANY FIVE** of the following questions: (5 x 2= 10)

1. Meaning of Commercial Correspondence
2. Mention any four jargons used in business letter.
3. Who is Referrer and Referee in the reference letter?
4. When acceptance letter is exercised?
5. How press release is different from an advertisement?
6. Name four types of classified advertisement.
7. What is Internal report?

Q. 2. Answer **ANY FOUR** of the following questions: (4 x 5= 20)

1. Explain importance of Commercial Correspondence.
2. Discuss all the layouts of business letter.
3. Draft an RTI letter requesting the details of biodiversity committee at Panchayat or Municipality level in your locality.
4. Draft a job application letter for the post of web developer in Tech Mahindra India Pvt. Ltd.
5. Draft an advertisement for selling your row villa situated in Kapila Housing Co-operative Society Ltd., Khadpabandh, Ponda Goa.
6. Mention and explain any two types of reports.

\*\*\*\*\*DO THE BEST\*\*\*\*\*