

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

Duration: 2 Hrs

Marks: 50

Instructions: All questions are compulsory.

Q1. Fill in the blanks: (5x1=5)

1. _____ type of letter form is best for business men who don't wish to break the tradition and wants to use the modern form.
2. In parts of the letter _____ is the polite way to say goodbye.
3. In report _____ are the summarized statements of all the data collected.
4. In an advertisement _____ is the word often used to describe the sub title.
5. _____ and _____ are two types of letter of application.

Q2.State whether given statements are true or false. (5x1=5)

1. Courtesy can be shown by replying promptly.
2. The Head address will not consist the name of the organization that is sending out letter.
- 3 Testimonials are the certificate issued by the responsible member of the society.
4. Reports by individual must be written in first person narration.
5. The summary of report should be a piece of continuous prose.

Q3. Answer any FOUR questions. (4x5=20)

1. Write A note on CLICHE S SLANG and EUPHEMISMS.
2. Write a note on 4 Cs of business communication.
3. Write the position, contents and significance of the confidential notation in business letters.
4. Write a bargaining letter.
5. Write a progress report on training programme.
6. Explain the essentials of good written communication.

Q4. Answer any TWO questions. (2x10=20)

1. Write an application letter on your own initiation.
2. Write a press release regarding blood donation camp organizing in your colony.
3. Write a note on good will letter.
4. Write a rejection letter.

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