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Goa Vidyaprasarak Mandal's
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE & ECONOMICS
PONDA-GOA

B.C.A. (SEMESTER-IV) EXAMINATION, APRIL 2015
TECHNICAL WRITING SKILLS

Duration:2hrs

Max. Mark :50

Instructions: All the questions are compulsory
Figures to the right indicate marks for the questions.

Q.1.A) Fill in the blanks: (5mks)

1. The _____ is always written first in every business letter.
2. _____ is a French word which is used for words that have become stereotyped after overuse.
3. In the _____ letter layout the head address is mentioned at the end of the business letter.
4. A _____ report is written or sent when it takes over 3 or 4 months to complete a project or a task.
5. Justice delayed is justice _____.

Q.1..B) State whether True or False: (5mks)

1. Slang words should be used in a business letter.
2. Statutory reports are those which are required to be written according to law.
3. A 'NOTE OF DISSENT' contains the information of the person who disagreed upon the committee members point of view.
4. A reference letter is sent by someone who knows you well to someone who has enquired about your character.
5. Clarity of thought is not important while writing a business letter.

Q.2A) Write an individual report to the insurance company to claim for your insurance, as your shop caught fire and got burnt. (10mks)

OR

B) Draft a job application letter for the post of a Professor along with your bio data. (10mks)

Q.3A) Create two advertisements of your choice with an image and a tag line. (10mks)

OR

B) Write a job acceptance letter for a post of a Professor in the BCA department. (10mks)

Q.4.A) What are the advantages of sending emails as a means of corresponding for the sake of business and what preventions should be taken while corresponding through emails? (10mks)

OR

B) Draft a reference letter for your nephew who has applied for a job. (10mks)

Q.5.A) Write a resignation letter to your boss,as you have not got the deserved promotion. (10mks)

OR

B) What are the important parts of a business letter? (10mks)

ECONOMICS

GVM'S GGPR COLLEGE OF COMMERCE &

FARMAGUDI, PONDA- GOA.

SEMESTER END EXAM (MAY/JUNE 2015 REPEAT

EXAM)

TECHNICAL WRITING SKILLS

SEMESTER:IV

CLASS:SYBCA

TIME:2HOURS

MAX.MARKS:50

Instructions: All the questions are compulsory

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Q.1.A) Fill in the blanks:

(5mks)

1. Tact and _____ go together in the business world.
2. Always the ' _____ Attitude' should be taken into consideration while writing a business letter.
3. The _____ in any business letter tells you the relationship between the sender and his reader.
4. An _____ report is always written in the first person singular.
5. _____ reports are those which are required to be written by law.

Q.1.B)State whether True or False:

(5mks)

- 1.The legal obsession is good while communicating through business letters.
- 2.Commercial English should be omitted for business letters.
- 3.In the demi-official letter layout the head address is written at the end of the business letter.
- 4.Justice delayed is justice denied.
- 5.The subject in any letter tells you the main information of the letter in short.

Q.2.A)Draft a memo to your employee who is coming drunk to your organisation. (10mks)

OR

B)Draft a job application letter for the post of a lecturer in the English subject. (10mks)

Q.3.A)Draft a resignation letter to your office head,where you have spent more than

15years.

(10mks)

OR

B)How should an advertisement be framed?Illustrate by giving examples. (10mks)

Q.4.A)What are the advantages and disadvantages of sending fax messages? (10mks)

OR

B)As a manager,draft a progress report of your employee to your CEO. (10mks)

Q.5.A)What are the optional parts of a business letter? (10mks)

OR

B)As a Headmaster,draft a testimonial of Ms.Sneha who was a bad student of your school. (10mks)