

GVM's GGPR College of Commerce & Economics,  
Farmagudi- Ponda, Goa.

B.C.A. (Semester IV) Intra Semester Assessment (ISA) I- Test, January 2020

**TECHNICAL WRITING SKILLS**

Duration: 45 minutes

Marks: 15

Q.1) Attempt **ANY ONE** of the following :-

(8 Marks)

- A. You are Asha/Aditya Atre residing at Renuka Mansion, Ponda-Goa. You are the cultural secretary of GVM's College of Commerce and Economics, Farmagudi-Goa. Draft a letter to ask permission from the principal to allow you a leave of 15 days to participate in a national level drama contest. ( **DO NOT** exceed one page )
- B. You are Chanchala/Charan Singh residing at Khadpabandh, Ponda. Draft a personal letter to your student, Tara/Thilak Varma, informing her about her low attendance as he/she is absent since multiple days. She lives in Kurti , Ponda-Goa. ( **DO NOT** exceed one and half a page )

Q.2) Attempt **ANY ONE** of the following :-

(7 Marks)

- A. Draft a job application letter for the post of assistant professor for accounts subject coded **A01-Contract basis** for Thakur College of Arts, Commerce and Science published in The Times Of India dated 30<sup>th</sup> May 2020. You are P. Sandhya/Samadhan from Borivali, Mumbai – Maharashtra.
- B. Draft a letter of resignation from the post of General Manager of Mercedes Benz due to increasing workload you can't handle. You are Mahesh/Madhu Karpe residing at MIDC complex, Porvorim.

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