

**Goa Vidyaprasarak Mandal's**  
**GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND ECONOMICS**  
**B.C.A. (SEMESTER - IV) EXAMINATION, JUNE 2022**  
**TECHNICAL WRITING SKILLS**

**Duration: 2 Hours**

**Marks: 60**

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**Instructions:** 1. All questions are compulsory.

2. Figures to the right indicate marks.

**Q.1.A)** Fill in the blanks with the appropriate terms.  
[5]

1. \_\_\_\_\_ is a greeting used in a letter.
2. \_\_\_\_\_ is a revolutionary Act that aims to promote transparency in government institutions in India.
3. \_\_\_\_\_ is a method of exchanging messages (“mail”) between people using electronic devices.
4. \_\_\_\_\_ is a small advertisement that you put in a newspaper if you want to buy or sell something, employ somebody, find a flat, etc.
5. \_\_\_\_\_ Tender is addressed to a limited number of suppliers, who are the reliable source of supply.

**Q.1.B)** State whether the following statements are ‘True’ or ‘False.’  
[5]

1. Complimentary close is way to end the letter. It basically means goodbye in general.
2. Applicants who are not below the poverty line (BPL) should not pay a prescribed application fee for RTI.
3. When you put an email address in the CC or “carbon copy” field it means that a copy of the email you are sending will also be sent to that address.
4. Situation vacant is written by a person who wants a job.
5. Open tender is the process aimed at acquiring goods and services at the lowest price.

**Q.2.A)** Answer the following:

- i) “Layout of a business letter is important to structure your letter in the right way, and it will be easy to read and will look professional.” Explain the different layouts of business letter.  
[5]
- ii) Write an application to the Mayor of the municipality of your locality asking him/her to provide street light in your locality.  
[5]

**OR**

... 2 ...

**Q.2.B)**

- i) Write a letter to the editor of a newspaper complaining against the frequent power cut in your locality.  
[5]
- ii) Explain the parts of business letter.  
[5]

**Q.3.A)** Answer the following:

1. Prepare the reference sheet by mentioning the referee's details along with short description.  
[5]
2. Write a short note on memorandum.  
[5]

**OR**

**Q.3.B)**

- i) Draft an application for the post of an accountant in Zootopia (Pvt) Ltd. Co. Chennai in response to their advertisement that appeared in the 'Times of India' dated 1<sup>st</sup> June, 2022. You are Henry/ Lisa.  
[5]
- ii) Write a short note on Interpretive report.  
[5]

**Q.4.A)** Answer the following:

1. Explain the term testimonial related to marketing.  
[5]
2. You are the principal of Government Engineering College, Mumbai. Draft an advertisement for a newspaper under the column 'Situation vacant' inviting application for the post of librarian in your college.  
[5]

**OR**

**Q.4.B)**

