

Paper Code : 21303
F-403

B.C.A. (First Semester)

Examination, 2021

(New Course)

Paper-No. BCA-103-N

LANGUAGE AND COMMUNICATION

Time : Three Hours] [Maximum Marks : 70

Note : Attempt any **five** questions. All questions carry equal marks.

1. What is a report? What are the pre-requisites of style in report writing?
2. (a) Discuss the meaning and nature of business correspondence.

(1)

P.T.O.

- (b) Write an application for the post of an Architect lying vacant in a construction co.

3. What is technical writing? What are the requirements of effective technical writing?
4. Show your acquaintance with the following :
 - (a) Barriers to Listening.
 - (b) Formal channels of communication.
5. Comment on the readability of a report. Bring out the difference between routine and special reports.
6. What are the broader guidelines for drafting a letter of job application?
7. Differentiate short reports and dissertations.
8. Write a detailed note on the art of public speaking.

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(2)

9. Write short notes on any **two** of the following:

- (a) Group discussion
- (b) Presentation
- (c) Teleconferencing
- (d) E-mail

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