

(Please write your Exam Roll No.)

Exam Roll No. 02817702024

END TERM EXAMINATION

FIRST SEMESTER [BCA] DECEMBER 2024

Paper Code: BCA-141T

Subject: Writing Skills

Time: 3 Hours

Maximum Marks: 60

Note: Attempt all questions as directed. Internal choice is indicated.

- Q1 Attempt **Any Four** of the following questions: (4x5=20)
- Define Technical Writing and state its features.
 - State the difference between long and short reports.
 - Memo vs Letter
 - What is a covering letter? Sketch a sample for covering letter.
 - What is a proposal? Explain its features.
 - Explain the elements of a dissertation.
 - Define Kinesics.
 - Explain kinds of sentences with their examples.
- Q2 State the differences between technical and general writing in detail. Also explain the principles of technical writing. (10)
- OR**
- Q3 Explain the below: (10)
- Adverbs and its kinds
 - Conjunctions and its kinds
- Q4 Write a letter of complain for the defective washing machine you recently purchased from Balaji Stores, Delhi. Also write a letter of apology for the same. (10)
- OR**
- Q5 What is a report? Explain the elements of a formal report. (10)
- Q6 What is thesis? Write in detail the Features of thesis. (10)
- OR**
- Q7 What is a dissertation? Explain its features and elements. (10)
- Q8 Write a resume for the post of Software Developer with an experience of 5 years. (10)
- OR**
- Q9 Explain the difference between a resume and a Curriculum Vitae. State the Do's and Don'ts while writing a resume. (10)

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