

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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