

(Please write your Exam Roll No.)

END TERM EXAMINATION

FIRST SEMESTER [BCA] DECEMBER 2024**Paper Code: BCA-141T****Subject: Writing Skills****Maximum Marks: 60****Time: 3 Hours****Note: Attempt all questions as directed. Internal choice is indicated.****Q1 Attempt Any Four of the following questions:****(4x5=20)**

- ~~a) Define Technical Writing and state its features.~~
- ~~b) State the difference between long and short reports.~~
- ~~c) Memo vs Letter~~
- d) What is a covering letter? Sketch a sample for covering letter.
- e) What is a proposal? Explain its features.
- ~~f) Explain the elements of a dissertation.~~
- g) Define Kinesics.
- h) 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)**

- a) Adverbs and its kinds
- b) 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)**
