

Date:

Registration number:

ST. JOSEPH’S COLLEGE (AUTONOMOUS), BENGALURU-27

B.A. ECONOMICS- V SEMESTER

SEMESTER EXAMINATION: OCTOBER 2021

(Examination conducted in January-March 2022)

**ECA 5518 - Report Writing**

Time- 2 ½ hrs Max Marks-70

This question paper contains 2 printed pages and three parts

**Part A**

**Answer any 10 questions (3marksx10=30)**

1. What is a business report?
2. List any three features of business report.
3. Write a short note on trending stories.
4. What is an analytical feature?
5. Distinguish between quantitative and qualitative data.
6. Write a short note on questionnaire.
7. Mention any three criteria to be followed while designing a questionnaire to collect data.
8. What do you understand by merging of datasets?
9. State any three editing features available in word processors like MS word.
10. What is mail merging?
11. Briefly discuss any two excel functions used in data analysis.
12. List any three uses of the SPSS software.

**Part B**

**Answer any 2 questions (5marksx2 =10)**

1. Write a news article on “Impact of covid19 on the Indian economy”.
2. While using graphical illustration to represent data, what criteria needs to be followed?
3. Explain the process of merging two datasets in SPSS.

**Part C**

**Answer any 2 questions (15marksx2 =30)**

1. Explain the stages in writing a business report? Discuss the importance of business reports.
2. Design a questionnaire to collect the data on “Students’ perception about online education during covid19 pandemic”.
3. Explain the various types of charts used while preparing a business report.