ST. JOSEPH'S COLLEGE (AUTONOMOUS), BENGALURU-27
B.A ECONOMICS- V SEMESTER
ECA 5518: REPORT WRITING AND COMPUTER APPLICATION
SUPPLEMENTARY EXAMINATION: OCTOBER 2019
(Attach the question paper with the answer booklet)

Time: 2 ½ hrs   **Max Marks: 70**

This paper contains one printed pages and three parts

PART A

I. Answer any TEN of the following: 3x10=30

1) What do you understand by business reporting?
2) Give examples of primary and secondary sources of data.
3) State the differences between a string variable and numeric variable.
4) How qualitative variables like gender are computed numerically in a data sheet?
5) What is random sampling?
6) State any three principles of business reporting.
7) State the different kinds of data merging.
8) What is the difference between the options *recode into same variable* and recode *into different variable* in SPSS?
9) What is mail merging?
10) Briefly explain the following functions in excel: count, avg,sum
11) Why do we use data filters in MS Excel?
12) What is conditional formatting? Why do we use it in report writing?

PART B

II. Answer any TWO of the following: 5x2=10

13) Distinguish between a schedule and a questionnaire.
14) Write a news report on water shortage in Bangalore city.
15) Discuss the various sampling techniques.

PART C

III. Answer any TWO of the following: 15x2=30

16) Explain the structure of a research report.
17) Formulate a questionnaire to study the impact of climate change on health of urban residents.
18) Explain the different types of charts and their strengths.

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