



University of Engineering & Management, Kolkata

End Semester Examination, January, 2022

Programme Name: B.Tech in CSE/CST/CSIT/CSBS/CSE(A.I.M.L)/CSE(I.O.T) Semester: 3rd

Course Name: Humanities - I (Technical Report Writing using Latex)

Course Code: HSMC301

Full Marks: 100

Time: 3 Hours

GROUP – A (20 marks)

Answer the following questions. Each question is of 2 marks.

10 x 2 = 20

1.
 - i) Write two objectives of report writing.
 - ii) Analyze in your words the three main functions of a report.
 - iii) Point out the methods for collecting data in a technical report.
 - iv) Mention the portion in a technical report which must be avoided.
 - v) Recall the sources of data collection in a technical report.
 - vi) Explain the purpose of writing a statement of purpose for a formal report.
 - vii) Recommend using Latex for drafting Technical Report.
 - viii) Show what the PDF viewer will open when the compiling of the TeXworks' is complete.
 - ix) Define routine reports. How do they differ from other formal reports?
 - x) Explain how to give a desired space in between two different paragraphs.

GROUP – B (30 marks)

Answer the following questions. Each question is of 5 marks.

6 x 5 = 30

2. Write the preliminary steps and procedure of writing report using latex as a writing tool.
3. Outline the steps for inserting labeling section in the report format using latex.
4. Develop the title page of a technical report using latex regarding the organization of an inter- class Science Quiz.
5.
 - A. Explain the types of reports briefly.

OR

 - B. Technical contents form the backbone of the reports. Mention the main items which make the technical content of the report.
6.
 - A. Write in your words the importance of the Table of Contents and Abstract in a report.

OR

 - B. Reframe the three popular ways to organize analytical reports in brief.
7.
 - A. Assess the importance of coherence and courteousness in composing a technical report.

OR

 - B. Write in your own words the importance of SOP in a technical report.

GROUP - C (50 Marks)

Answer the following questions. Each question is of 10 marks.

5 x 10 = 50

8. The Cultural Club of your College has decided to organise a Seminar on “Education for Girls” to spread awareness regarding the same. As the Secretary of the club, outline the introduction page using latex as the editing tool of the same.
9. Develop a short introduction on the topic “Education of Girls for the Development of a Nation.”
10. A. Discuss in details the layout of a Technical Report highlighting the features of any two.

OR

- B. You, as the Collector of Bhuj District, have been asked by the Secretary, Home Department, Gujarat, to submit a report on the relief work that was under-taken after the devastating earthquake hit the area last year. The Ministry sanctioned Rs 50 crore for the relief operations in the district, which was to be spent on free distribution of grains, water, medicine, etc. Complete the drafting of the report keeping in mind the principles of technical report writing.
11. A. The report format forms the background of written documentation. Justify the statement.

OR

- B. The Rajasthan State Council for Science and Technology (RCST) has been playing a significant role in promoting the use of science and technology for the process of development in the state, especially in the rural areas. As Secretary of this Council, compile an analytical report to be submitted to the Chairman, RCST, Jaipur. Wherever necessary use illustrations to support your analysis. Invent the necessary details.
12. A. A company is considering a proposal to establish a new factory in your town. The Managing Director has asked you to write a report on suitability of the place for the establishment of this factory. For this report, an outline is provided below. Study it carefully and rewrite it using latex in accordance with the principles of co-ordination, subordination, phrasing, numbering, ordering, etc.

OR

- B. Assume that as Project Development Officer you have been asked by the National Institute of Computer Education, Futura Building, 24/377 Peetampura, New Delhi-110031, to set up a Communication Technology Centre at Pilani for training professionals in the use of latest technological aids for face-to-face and distance communication. Inventing all the required details, write in proper format this technical report using latex as the editing tool which is to be submitted to the Director of the Institute.
