

ACADEMIA INTERNATIONAL COLLEGE

(Affiliated to Tribhuvan University)

E N D T E R M E X A M I N A T I O N - 2 0 7 0

CLASS: B.Sc. CSIT FOURTH SEMESTER

FULL MARKS: 80

SUBJECT: TECHNICAL WRITING/ ENG-256

PASS MARKS: 32

TIME: 3 HOURS

All questions are compulsory. Candidates are required to give the answers in their own words as far as practicable.

SET B

1. What is a memo? Prepare a memo in an appropriate format to be circulated by a boss to his staff members. 10
2. Writing is a skill. Justify. What are the causes of poor writing? Explain. 10
3. Explain the significance of the visual presentation in technical writing. What are the types of tables? Introduce them. 10
4. Arrange the following transition words into the categories of Sequence, Example, Contrast, and Conclusion. And use any five transition words in your own meaningful sentences. 10
5. [then, nevertheless, consequently, let us say, for instance, however, instead, in addition, therefore, finally, particularly, in short, such as, for example, otherwise, thus.] 10
6. Explain computer-aided writing and explain what informative summaries are. 5+5=10
7. Write a cover letter to accompany your resume for a position in your field to Richard Williams, the Executive Director of UniTec International, Kathmandu. 6+4=10
8. Write five common acronyms in your area of study and their expanded meanings. 5
9. Choose the correct option and rewrite the sentences. 5
 - a. Most industrial robots do nothing _____ carry, lift, or pull things. (except/ accept/ expect)
 - b. Some programmable robots already can _____ and follow precise instruction. (except/ accept/ expect)
 - c. The financial _____ of illiteracy in industry has been underestimated. (effect/ effects/ affect)
 - d. They had planned the test _____ (thoughtly, thoughtly, thoroughly)
 - e. The final test was after _____ , but it proved to be the most valuable test of all. (through, though, tough)
9. What do you mean by instructions? What are the things to consider while writing instructions? Explain. 10