**Kathmandu BernHardt College**

**Bafal, Kathmandu**

**Pre-Board Examination -2070**

**Faculty: Science Set ‘A’ FM:80**

**Subject: Technical Writing.**(Eng-256) **PM: 24**

**Level: BSc CSIT IV SEM Time: 3 hrs**

Candidates are required to give their answers in their own words as far as practicable. The figures in the margin indicate full marks.

**Group-A**

**Attempt all questions:**

1. Underline the adverb and identify what it is modifying: **8**
   1. They happily serve hot pancakes.
   2. Her anger is really explosive.
   3. Willy sings softly.
   4. A clever trick was played skillfully by the cat.
   5. Some birds have extremely colourful feathers.
   6. Surfers never like the calm ocean.
   7. Sam generally gets a gift for Christmas.
   8. My mom always makes delicious cakes.
2. Write a letter to a professor requesting him to recommend students to your college. **15**
3. Write short notes on the following.  **10×3=30**
4. Writing with computer
5. Aim and audience
6. Memoranda
7. What do you understand by ‘Minutes’? Discuss its scope and importance. **12**
8. What is graphic presentation technique? What are the advantages of uses of graphs, charts, pictures, and tables in technical communication?  **15**

**The End.**

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**Group-A**

**Attempt all questions:**

1. Choose the correct adjective or adverb to complete the sentences. **8**
   1. My Grandmother Dorothy’s pie tastes good/well.
   2. Although he said he was feeling better, Tony did not look good/well.
   3. Because she missed his birthday, Judy felt bad/badly.
   4. Most/Almost all the tourists attended the musical.
   5. Most/Almost statistics prove otherwise.
   6. He was the good/better/best of the two players.
   7. He is the smart/smarter/smartest student in the class.
   8. That was a perfect/more perfect/most perfect day.
2. Write a letter to an editor of a business magazine requesting him to report about the product of your company and provide a brief introduction of your product with its use. **15**
3. Write short notes on the following. **10×3=30**
4. Writing in examinations
5. The use of heading and numbering
6. Technical writing
7. Write a one-paragraph description of the ways that you can improve your writing. Begin with a topic sentence. In the rest of the paragraph add the details that support your topic sentence.  **12**
8. Imagine you are the head of the Department of Computer Science and Information Technology and also imagine that you have conducted a Departmental meeting of all teaching staff. Now prepare a formal minute with agenda and resolutions. **15**

**The End**

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