**National College of Computer** **Studies**

**(NCCS-College of IT & Management)**

**Final Examination (2013)**

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| **BSc.CSIT/ Fourth Semester/ CSC 256: Technical Writing** |

***Candidates are required to answer the questions in their own words as far as practicable.***

**Full Marks: 80**

**Pass Marks: 40**

**Time: 3 Hours**



**Set A**

**Attempt all questions:**

1. What is communication? Why is it needed to plan and prepare to write? Answer the question focusing on thinking about aim and audience. **[15]**
2. Write a newspaper article in about 300 words making a comparison and contrast between informative summaries and descriptive ones. **[10]**
3. Write a job application addressing to The Executive Manager of Techno Centre, New Baneshwor, Kathmandu , along your curriculum vitae, for the Post of computer engineer . **[15]**
4. Write memos and emails on the following topics: **[2×5= 10]**
5. Your department is experiencing a problem (with academic calendar, quality, infrastructure, etc). Supposing you the department head of BSC. CSIT write a memo noting the problem and suggesting

a solution.

1. You work in a purchasing department and must buy some laptop computers. You must do first bids. You have done so and now must write a comparison/contrast email to managing director explaining why you plan to purchase one company laptop versus another company laptop.
2. Imagine you are the Head of the Department of your faculty. You called a department meeting last Friday. Now prepare the formal minute of the meeting with agenda and resolutions. **[15]**
3. Present the following information in a pie chart, a bar chart and a table. **[15]**

In 2013, the Nepal Telephone company bought and installed 10,000 relays. It used those for long-range testing programs that assessed failure rates. It purchased 40,000 NESTOR 221S; 20,000 VanCourt; 20,000 Macro R40s; 10,000 Camrose Series8s and 10,000 Hardy SP6s.

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**Set B**

**Attempt all questions:**

1. What are the factors to consider in technical communication? Why is it needed to plan and prepare to write? Answer the question focusing on thinking about aim and audience. **[15]**
2. Write a newspaper article in about 300 words making a comparison and contrast among abstract, précis and summary first and then between informative and descriptive summaries. **[15]**
3. Write a job application addressing to The Executive Manager of Techno Centre, New Baneshwor, Kathmandu , along your curriculum vitae, for the Post of computer engineer. **[10]**
4. Present the following information in a pie chart, a bar chart and a table. **[15]**

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4. Imagine you are the Head of the Department of your faculty. You called a department meeting yesterday. Now prepare the formal minute of the meeting with agenda and resolutions. **[15]**