**Tutorial 2 – Handout 2**

Technical and General Writing

**Activity 1**

1. Technical writing is the same as general writing.
2. True
3. False
4. Technical writing demands \_\_\_\_\_\_ use of language.
5. figurative
6. poetic
7. factual
8. d) dramatic
9. Which of these must be avoided in technical writing?
10. Facts
11. Grammar
12. Punctuation
13. d) Personal feelings
14. Which of these words is used in technical writing?

a) Apex  
b) Top  
c) Slanting

d) Bottom

1. Which of these is a technical word for **slanting**?

a) Lateral  
b) Sloping  
c) Tilting

d) Bent

1. Familiar words must be used in technical writing.

a) True  
b) False

1. A scientist gets his special words from \_\_\_\_ language.

a) Latin  
b) English  
c) French

d) Italian

1. Trigonometry is a \_\_\_\_ word.

a) French  
b) German  
c) Indian

d) Greek

1. Which of these means bioscope?

a) Math c) Cinema  
b) Science d) Binoculars

1. Electricity is derived from \_\_\_\_\_ language.
2. Indian
3. Greek
4. French
5. Italian

**Activity 2**

* 1. In technical writing, forum is required for selling and introducing product/ service, using six to-eight panel foldouts, known as:

1. Letters
2. Flyers
3. Brochures
4. Newsletter
5. Which type of chart is used in representing chronological sequence of activities
6. Gantt charts
7. 3-D Topographical charts
8. Line charts
9. Pie-chart
10. Acting politely, giving remarks about colleague’s work, reasoning about emails is called law of
    * + 1. Courtesy
        2. Confidentiality
        3. Quality
        4. Justification
11. Instructions on writing: first step, engrossed in writing instructions, regarded as:
    * + 1. Organization of steps
        2. Clarifying the audience
        3. Reviewing instructions criteria
        4. Detailed analysis
12. The shortest document among technical written documents, is known as:
    * + 1. Report
        2. Website
        3. Summary
        4. Paragraph

* Sources:
  + [Technical & General Writing Questions & Answers](https://www.sanfoundry.com/professional-communication-questions-answers-technical-general-writing/)
  + <https://www.mcqslearn.com/study/technical-writing/quiz/quiz-questions-and-answers.php?page=13>
* <https://global.oup.com/us/companion.websites/9780199890781/student/chapter1/quiz2/>