

**HUL235 – Technical Communication
Major Examination**

Time: 2 hours

Marks: 25

Name:

Entry No

Group:

Section I

Write the correct answer (a, b, c, or d) on the right side of each question. 2.5

1. Technical writing

- a. Existed in some form or the other from the time writing started.
- b. Is created by hi tech generation today.
- c. Is product of Industrial Revolution that occurred during the late 18th C and early 19th C.
- d. Is a product of war industry of the 1940s.

2. Good Technical writing

- a. Conveys one and only meaning.
- b. Is open for multiple interpretations.
- c. Is very abstract.
- d. None of the above

3. A technical document is

- a. Writer based
- b. Reader based
- c. Does not address any one
- d. Exists in a vacuum

4. Readers of technical documents

- a. Want to read specific issues
- b. General issues
- c. Politically correct ideas
- d. Established concepts

5. Technical audience is

- a. Smaller groups
- b. Larger groups
- c. Random groups
- d. None of the above

6. Technical jargon should be particularly avoided
- a. At all times
 - b. When you are addressing a general audience
 - c. When you are addressing a group of experts
 - d. Semi-technical audience
7. The purpose of a technical presentation is
- a. To impress the audience
 - b. To inform and persuade the audience
 - c. To create a complex document which no one can read
 - d. All of the above
8. If you want to be a good team worker you should
- a. Listen
 - b. Ask questions
 - c. Share and reflect
 - d. All these
9. Chronological order in writing can be represented by
- a. Line graphs
 - b. Genealogy chart
 - c. Sequential photos
 - d. All the above
10. The Spatial order can be illustrated by
- a. Maps
 - b. Story board
 - c. Calendar
 - d. None of the above

Section 2

11. Match the factors relating to organization of information listed in column A with those of column B 2.5

A	B
A. Descending order	1. Sequence of steps in production
B. Spatial order	2. Probable causes from materials and methods, machines, personnel or environment
C. Chronological order	3. Frequency of problems that occur
D. Comparison	4. Flow of material movement during Production
E. Cause and effect	5. Similarities between this production process and a similar established process that has no problems

Section 3

12. Writers of technical documents prefer active voice to passive voice because... (list three reasons) 1.5

13. Give five ways in which one can achieve precision in diction? 2.5

14. Give four examples of redundant pairs: 1

15. Revise the following expressions 1

- a. Test module specification review
- b. Scanner head motion control

16. Write the commonsense rules that can help determine the correct spelling of the endings. 1.5

Paralyze, analyze, electrolyze 'yze'

Likewise, otherwise, exercise 'ise'

Apologise, minimize, visualize 'ize'

17. Rewrite FIVE of the following giving correct number representation and justify your answer with appropriate number rule. 2.5

- a) 210^0 is the actual degree value.
- b) He logged sixty hours of overtime
- c) 2 14-inch tyres
- d) The largest voltage drop, seventy V occurs across the largest resistor.
- e) Figures four-threc, four-four.
- f) May third, 2007
- g) When the tests were $3/4^{\text{th}}$ completed, we stopped.
- h) One ft one eighth inch wire
- i) Five GB disk drive

Section 4

18. Answer the Following: (total 5)

- a. What is the purpose of 'Discussion' Section in a Technical Report? 1.5
- b. What do 'Recommendations' illustrate in a Technical Report? 1.5
- c. What does agreement in writing refer to? What type of agreements one should achieve in the style of writing? 2

19. Give a list of five each of 'Dos' and 'Don'ts' that help to lend credibility and integrity to your academic/technical documents. No marks will be given if your 'dos' and 'don'ts' illustrate the same point. 5