

Code : 100314

(2)

**B.Tech 3rd Semester Exam., 2019
(New Course)**

TECHNICAL WRITING

Time : 3 hours

Full Marks : 70

Instructions :

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **NINE** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question No. 1 is compulsory.

1. Answer/Choose the correct option from the following (any seven) : 2×7=14

- (a) Technical writing demands ____ use of language.
 - (i) figurative
 - (ii) poetic
 - (iii) ☒ factual
 - (iv) dramatic
- (b) Which of these must be avoided in technical writing?
 - (i) Facts
 - (ii) Grammar
 - (iii) Punctuation
 - (iv) ☒ Personal feelings

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(Turn Over)

(c) Which of the following words is used in technical writing?

- ☒ Apex
- (ii) Top
- (iii) Slanting
- (iv) Bottom

(d) Which of the following is a technical word for slanting?

- (i) Lateral
- (ii) Sloping
- (iii) ☒ Tilting
- (iv) Bent

(e) Shortest document among technical written documents, known as

- ☒ report
- (ii) Web site
- (iii) summary
- (iv) paragraph

(f) Which of the following is the external sound in the channels of communication?

- (i) Noise
- (ii) Semantic problems
- (iii) Cultural barriers
- (iv) ☒ Overcommunication

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(Continued)

(g) Which of the following should not be avoided for effective communication?

- (i) Noise
- (ii) Planning
- (iii) Semantic problems
- (iv) Wrong assumptions

(h) _____ are the problems arising from expression.

- (i) Cultural barriers
- (ii) Semantic problems
- (iii) Wrong assumptions
- (iv) Selecting perception

(i) Starting of resume, must have

- (i) job details
- (ii) career objective
- (iii) identification
- (iv) title

(j) Write four sentences on 'Tips to improve your technical writing skills'.

2. Write in about 250 words on any one of the following : 14

- (a) How to improve oral language skills?
- (b) Why are visual aids important?

3. What is editing and why do we need to edit and review our writing? 14

(Turn Over)

4. Write notes on any two of the following : 14

- (a) Types of literature review
- (b) Informal report
- (c) Project proposal
- (d) Expository writing

5. What are the basic components of a proposal? 14

6. What are the basic principles of Formal Report Writing? 14

7. How can I improve my English Language skills? 14

8. What are different types of writing styles? Explain with examples. 14

9. In not more than 150 words, write about 'Oral Presentation'. 14

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