Tribhuvan University

Institute of Science and Technology

2078

Bachelor Level / sixth-semester / Science	Full Marks: 80 + 20
Computer Science and Information Technology(CSC368)	Pass Marks: 32 + 8
Technical Writing	Time: 3 Hours

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Section A

Attempt any two questions.

1 Describe technical writing? Elaborate on its characteristics.

2 "Technical writing is written for both internal and external audiences." Justify with examples.

3 What should one keep in mind when writing for the web? Discuss.

Section B

Attempt any eight questions.

4 What is a press release? What steps should one follow to produce an effective press release?

5   Think of a subject or hobby about which you know a great deal. In a brief essay, describe how you acquired your knowledge.

6   Requesting him or her to increase incentives for the hardworking employees, write a letter to your employer.

7   Think of a time when something went wrong-perhaps a problem at college or work. After identifying and analyzing your audience, write an incident report describing the incident.

8   You are working as the manager of an IT company. Write an email encouraging your staff to work for some additional hours every week so that the company and staff equally benefit.

9   Write a press release for your school or another organization with which you are affiliated to announce an upcoming event, an accomplishment, or other newsworthy information.

10   Based on your experience as an IT professional, write instructions for new aspirants, explaining how to begin a career in this field.

11   Write a chronological resume highlighting your skills for a job in your field.

12   Considering audience and purpose, write a short speech you are going to deliver in the inaugural session of the College IT Fair.

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Section A

Attempt all questions.

1   What skills do you need to improve your technical writing? How can you acquire those skills?

2   How important is a collaborative effort in preparing documents? Discuss its advantages and disadvantages.

3   What is effective communication? Elaborate on the principles of effective communication.

4   "The success with which you handle oral reporting may determine whether you are successful in your profession." Justify.

5
Think of the last time you worked on a group project with other people. What kind of experience did you have? What were the benefits of working with this group? What were the

drawbacks? Write a short analysis.

6

7
Write a FAQ on how to get admission to B.Sc. CSIT at TU.

8
If you are seeking a summer or part-time job, applying for admission to a school, or working on a project, write a progress report to the appropriate person about how you are

accomplishing your goals.

9
Write news release for your college to announce an education fair.

10
Suppose you have just completed the undergraduate degree (with a high GPA). Create a covert letter to apply for your dream job.

11
You have to give a presentation on one of the occasions at college. Write a short speech on difficulty of being a student and employee.

12
Write a recommendation report to Kathmandu Metropolitian City in which you suggest an action that will improve waste management.

13
Write a proposal convincing your parents or guardians to allow you to go with friends on the vacation of your dreams

14 Write an e-mail that announces a new skill-oriented program at Shikhar IT Solutions. The program will allow workers to share each other's experience and grow together.

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15 The Board of Directors of your company Nepal Distillery Ltd. has passed a proposal on providing bonus and incentives to all the employees. As a secretary of the company, you are responsible for informing the staff about the decision taken by the board meeting. Write a memo informing about the recently taken decision.

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Group A

Attempt all the questions.

1 Write a business letter to a Chinese computer company, Beijing for regular supply of assembled computers and computers parts as you are running a computer shop at New Road, Kathmandu. Include the issues or modality of payment and possible problems in business transaction.

2 Write a newspaper article on "use of computer in Higher education" using headings subheadings, you should write it thinking about the aim and audience of your writing.

3 Write in detail on advantages and disadvantages using Facebook, Twitter and google+ for communication. In your write up use these expressions! in brief, whereas, however, though, even though, at first, in general, finally.

4 Explain the importance of using table, illustrations, graphic presentation in an academic writing. Give some suitable examples.

5   Define "simple sentence", "complex sentence" and "compound sentence". Give three examples for each type.

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6   What's technical communication? How does it differ from other types of communication? What features help making communication 'technical'?

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Attempt all the questions.

1 What is "subject verb agreement" in a sentence? Why is this agreement necessary in any type of writing? Explain it with at least three examples.

2 Prepare an imaginary data of 5 years of first, 2nd and 3rd year students. Show their pass rate of failure rate through graphs.

3 Write a newspaper article in about 250 words making a comparison and contrast between different forms of computer set like desktop, laptop, palmtop or others based on their functions mode, facilities ease and access, difficulty and complexity (including technical description).

4 Write instructions about loading photos in a file of the computer and how to use those photos in different facts of a seminar report of your college. Also give instruction about using photoshop program in the computer.

5 Read the following advertisement and write a job application, and attach your recent biodata with the application.

Immediately wanted

5   Toyota Nepal has a vacancy for a computer engineer to work for 7 years. Interested candidates with computer bachelor/computer engineering qualifications can apply within a week to the administration office of Toyota Nepal, Maharajgung, Kathmandu.

Email: toyotanepal@gmail.com

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6   Write two paragraphs on advantages and disadvantages of using such devices like Wi-Fi, Bluetooth, Android, EDGE using the following expression, on the one hand, in brief, however, moreover, such as, whereas, for example, that is.