

**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

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

- (i) 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

- (i) 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

(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

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
