

(Skill Enhancement)

Paper : ENG-SE-5014

(Technical Writing)

Full Marks : 50

Time : 2 hours

The figures in the margin indicate full marks for the questions

1. Answer any four of the following as directed :

1 x4=4

- Which writing style is the best?
- Write two examples of writing styles.
- Write one difference between a CV and a Resume.
- What is the difference between its and it's?
- Technical writing demands ___ use of language. (Fill in the blank)

A23/411

(Turn Over)

- What is a white paper?
 - What is the most important stage of the writing process?
 - What is the main purpose of pre-writing?
2. Write on any three of the following : 2x3=6
- Non-verbal communication
 - Effective listening
 - Cultural barriers in communication
 - Technical communication
 - Role of silence communication
 - Different channels of communication
3. Answer any two of the following : 5x2=10
- What are the qualities of a good report?
 - Write a note on the common problems of good technical writing.
 - What are the key components of good technical writing?

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(Continued)

- What are the challenges faced by the technical writer?
 - Briefly write on the process involved in writing.
 - What are the three basic points to consider in the writing process?
4. Answer any three of the following questions : 10x3=30
- "Technical writing is written for both internal and external audiences." Do you agree? Justify with examples.
 - Write an essay on the growing importance of communication.
 - Write a letter to the editor of a newspaper about the increase in rash and drunken driving among the youth.
 - Draft a notice along with the agenda of the XYZ College Debating Society.
 - Write an essay on the common errors in technical writing.
 - Write a review of the last book you have read.
 - Define communication. Explain different types of communication.
 - Write a note on different types of official letters.

A23-2500/411

3 (Sem-5/CBCS) ENG-SE