

**B.Tech 3rd Semester Exam., 2020
(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. Choose the correct option / Answer 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 the following must be avoided in technical writing?

- (i) Facts
- (ii) Grammar
- (iii) Punctuation
- (iv) Personal feelings

(c) Familiar words must be used in technical writing.

- (i) True
- (ii) False

(d) Which of the following should be avoided in an e-mail?

- (i) Wrong e-mail address
- (ii) Subject line
- (iii) Smileys
- (iv) Rereading

(e) Which of the following does not provide free e-mail?

- (i) Hotmail
- (ii) Rediff
- (iii) WhatsApp
- (iv) Yahoo

(f) Which of the following is the easiest way of communication?

- (i) E-mail
- (ii) Telephone
- (iii) Fax
- (iv) Letter

(g) What audience are least information needed?

(i) Low-tech audience

(ii) Lay audience

(iii) High-tech audience

(iv) All of the above

(h) _____ means to impart understanding of the message.

(i) Encoding

(ii) Receiver

(iii) Decoding

(iv) Feedback

(i) Which of the following must be avoided for effective communication?

(i) Sharing of activity

(ii) Listening

(iii) Ambiguity

(iv) Politeness

(j) Write four sentences on Expressing vs. Impressing.

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

(a) Visual aids

(b) Why is editing important?

3. Differentiate between formal report and informal report. 14

4. Write notes on any *two* of the following : 7×2=14

(a) Writing styles

(b) General writing

(c) Types of editing

(d) Investigation report

5. What is the difference between report and memo? Explain with examples. 14

6. What are the major impediments to technical writing? https://www.akubihar.com 14

7. What elements can you use to enhance your presentations? 14

8. What are the editing techniques? Explain with examples. 14

9. In not more than 150 words, write about Benefits of Technical Writing. 14
