

**B.Tech. Civil (Construction Management) /
B.Tech. Civil (Water Resources Engineering)**

Term-End Examination

December, 2012

ET-302(B) : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 70

*Note : Attempt **any five** questions. All questions carry equal marks. The answers should be in your own words.*

1. (a) Briefly describe the Three - stage process of Technical writing. 7
- (b) What does the term "style" in your context imply ? Discuss. 7
2. (a) Discuss the basic methods of finding and using printed information. 7
- (b) How can manuals be classified ? Discuss the four types of manuals as per their respective functions. 7
3. What are the nine formal elements of a Report ? 14
Briefly describe each element along with its purpose.

4. What advantage does an oral presentation have over a written one ? Explain with suitable examples. 14
5. Describe the components of the structure of an article along with the utility of each component. 14
6. Discuss the pros and cons of using a word processor and e-mail. 14
7. (a) Distinguish between a Feasibility Report and a Recommendation Report. 7
- (b) What are the two main functions of a Project Report ? Discuss each with suitable examples. 7
8. Differentiate between the following (attempt *any two*) 7+7=14
- (a) Drafting and Revising
 - (b) Personal Interviews and Questionnaires
 - (c) Reports and Proposals
 - (d) Progress Report and Investigation Report
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