

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

00380

Term-End Examination

December, 2014

ET-302(B) : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 70

Note : Attempt any **five** questions. All questions carry equal marks.

1. (a) Discuss the significance of audience analysis and purpose identification. 7
- (b) What do you understand by the description of a process ? Explain with an example. 7
2. (a) Discuss the formal elements of a report. 7
- (b) A recently constructed convention hall which was put into use one month ago, collapsed under very mild shocks of an earthquake experienced in the locality. Prepare the incident report. 7

3. (a) Write a brief technical article on "Use of Tiles in Construction industry". 7
- (b) Write a technical note on "Global Warming" for a group of people in your community. 7
4. (a) What is the importance of technical writing ? Explain the content and form of technical writing. 7
- (b) Write a technical article on flood control and actions to be taken on a flood warning. 7
5. (a) Assume that you are working as an Assistant Engineer in a construction company. In spite of putting your best efforts, you have not been awarded a promotion. Write a letter to the head of the organisation representing your case for the re-consideration of the decision that ignored your claim. 7
- (b) Write a letter to the Zonal Engineer of Municipal Corporation of your area for the clearing of choked drainage line. 7
6. (a) What are the important steps to be followed in preparing an effective oral presentation ? 7
- (b) "Technical articles are essential to all fields of Science and Technology." – Justify the statement. 7

7. (a) What advantages does oral presentation have over written presentation ? Describe some of the situations that require oral presentation. 7
- (b) What are the different types of “progress reports” ? Describe the different elements in any one of them. 7
8. Write short notes on any *two* of the following : $2 \times 7 = 14$
- (a) Trip reports
- (b) Evaluation of Technical talk
- (c) Structure of a Technical Article
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