01774

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

December, 2012

MLIE-104 : TECHNICAL WRITING

Time : 3 hours *Maximum Marks : 100*

Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.

1.1 Briefly explain the different aspects of the physical production of a technical document in print.

OR

1.2 Explain the factors that contribute to effective presentation of technical communication.

2.1 What do you understand by 'aberrations' (errors) in technical writing? Illustrate with reference to consulting sources of information for accuracy and complete information.

OR

2.2 How are tabular presentation of data make description and comparison of data vivid and facilitate comprehension ? Discuss the characteristics of general and special purpose tables.

3.1 Distinguish between oral, non - verbal, written and electronic communication. State the distinction between technical communication and technological communication.

OR

3.2 Briefly explain step-by-step, the editorial process before a technical or research paper is accepted for publication.

4.1 What are the different editorial tools that are required to be consulted? Explain the value of style manual in editorial work.

OR

4.2 Correct (Proof read) the text given below :

India have a long and distinguished tradition in science and technology from anscient times with great achievements during in the twentieth century. At the time of independence our scientific and technological infrastructure were neither strong and well organised as compared to the development world. This have resulted in our being technologically dependent on the skills and expertice available in other

countries. In the past two decade, an infrastructure and capability largely commonsurate with meeting national needs have been created, minimising our dependence on other countries. A range of industries from small to the most sophisticated, has been established covering a wide range of utilities, services and goods. There is now a reservoir of expertise well acquam Fed with the most modern advances in basic and applied areas that are equipped to make choices between available technologies, to absorb readily new technologies and provide a framework for future national development.

Scientific and technological activity in India is carried out under a wide set - ups consisting of Central Government, State Governments, higher educational sectors, public and private industries and non-profit institutions/associations. These institutional structure with its research laboratories are the main contribution of research and development being carried out in the country. Notable among these are : The Council of Scientific and Industrial Research (CSIR), The Indian Council of Agricultural Research (ICAR), The Indian Council of Medical Research (ICMCR). In addition, there are many laboratories of various departments/ministries viz. Department of Atomic Energy, Department of Electronics, Department of Space, Department of Ocean

Development, Defence Research and Development Organization, Ministry of Environment and Forests, Ministry of Non-Conventional Energy Sources and the Ministry of Science and Technology. Further there are 1200 in-house research and development unit in industrial undertaking, supporting research in their respective industries. Many Indian Universities and Deemed Universities such as IITs also undertake substantial research and development work. In order to build a blue - print for future programs of science and technology and to give a direction to the initiative to be undertaken, the Government announced the Science and Technology Policy in 2003.

5.0 Write short notes on *any three* of the following (in about *300* words)
  (a) Rogets Thesarus
  (b) Readability formula
  (c) Role of appendix
  (d) In-house bulletins
  (e) Proposal writing

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

दिसम्बर, 2012

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे   *अधिकतम अंक : 100*

नोट : *सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के **अंक समान** हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।*

1.1   एक तकनीकी प्रलेख के मुद्रण के भौतिक उत्पादन के विभिन्न पक्षों की संक्षिप्त व्याख्या कीजिए ।

अथवा

1.2   तकनीकी संप्रेषण के प्रभावी प्रस्तुतीकरण में योगदान करने वाले विभिन्न तत्वों की व्याख्या कीजिए ।

2.1   तकनीकी लेखन में विपथगमन (त्रुटियों) से आप क्या समझते हैं ? परिशुद्धता तथा पूर्ण सूचना प्राप्त करने के लिए सूचना हेतु परामर्शदायी स्रोतों के संदर्भ में इसकी व्याख्या कीजिए ।

अथवा

2.2 डेटा का सारणीबद्ध प्रस्तुतीकरण किस प्रकार से विवरणों तथा डेटा की तुलना को स्पष्ट एवं बोधगम्य बनाता है ? सामान्योद्देशीय तथा विशिष्टोद्देशीय सारणियों के अभिलक्षणों की चर्चा कीजिए ।

3.1 मौखिक , शब्दहीन , लिखित तथा इलेक्ट्रानिक संप्रेषण के बीच अंतर स्पष्ट कीजिए । तकनीकी संप्रेषण तथा प्रौद्योगिकीय संप्रेषण के बीच अंतर बताइए ।

<div align="center">अथवा</div>

3.2 किसी तकनीकी अथवा शोधपरक पत्र के प्रकाशन हेतु स्वीकृति प्रदान करने से पूर्व अपनाई जाने वाली सम्पादकीय प्रक्रिया की चरणबद्ध व्याख्या कीजिए ।

4.1 वे विभिन्न सम्पादकीय उपकरण कौन से हैं जिनकी सहायता लेने की आवश्यकता होती ? सम्पादकीय कार्य में 'स्टाइल मैनुअल' के मूल्य की व्याख्या कीजिए ।

<div align="center">अथवा</div>

4.2 नीचे दिए गए गद्यांश का पाठ-संशोधन कीजिए :

India have a long and distinguished tradition in science and technology from anscient times with great achievements during in the twentieth century. At the time of independence our scientific and technological infrastructure were neither strong and well organised as

compared to the development world. This have resulted in our being technologically dependent on the skills and expertice available in other countries. In the past two decade, an infrastructure and capability largely commonsurate with meeting national needs have been created, minimising our dependence on other countries. A range of industries from small to the most sophisticated, has been established covering a wide range of utilities, services and goods. There is now a reservoir of expertise well acquam Fed with the most modern advances in basic and applied areas that are equipped to make choices between available technologies, to absorb readily new technologies and provide a framework for future national development.

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5.0 निम्नलिखित में से *किन्हीं तीन* पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक पर लगभग *300* शब्दों में) :

  (a) रोजेट्स थिसॉरस

  (b) पठनीयता परिसूत्र

  (c) परिशिष्ट की भूमिका

  (d) गृह पत्रिका

  (e) प्रस्ताव लेखन