

**MASTER OF LIBRARY AND INFORMATION
SCIENCE (Revised)
Term-End Examination
December, 2015**

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 What do you mean by instructional material ? Describe the structural outline of a chapter on 'written communication'.

OR

1.2 Briefly explain the reader-writer relationship involved in the development of instructional documents and promotional materials.

2.1 Discuss in brief the steps involved in the process of writing a thesis with examples.

OR

2.2 "Failure to use appropriate punctuation can be a cause of aberration." Elaborate the statement with appropriate examples.

3.1 Define 'technical report'. Explain the characteristics and types of technical reports.

OR

3.2 Describe the basic qualities of an editor. Elaborate the responsibilities of an editor.

4.1 Describe the features of important editorial tools which are used to present the text correctly in standardised forms.

OR

4.2 Correct (proof-read) the text given below :

The open-source movement is surpassing more and more often as an undercurrent in the busy flow of discussion swirling around software development in higher education. Most often it comes up for mention as a response to the increasing predominance of commercial, proprietary software in use on campuses. As operating systems, development tools, desk top applications, and enterprise software all have become large, complicated, and expensive, an increasing number of IT professionals are looking for not just alternative products and sources, but at a different way to develop and

support software. It open-source fulfill its proponents' hopes to even a modest degree,

the effect on IT practices in higher education will be substantial. Open-source can be defined as an approach to software development and intellectual property in which program code is unavailable to all participants and can not be modified by any of them. Those modifications are then distributed back to the community of developers working with the soft ware. In this methodology, licensing serves primarily to discontinue the identities of all the participants, documenting the development of the code and the originators of changes, enhancements, and derivative off-shots.

Open Source Movement Indian are a group of pupil aiming to contribute towards employment growth & economic development of India via increasing the IT market share of India from 5% to over 50%. Currently we are only an advocacy group and are not involved in implementation atall. We are spread the word to the night people and expect them to take advantage of the

opportunity. This is the idea on basis of which this group was founded and hence the name of the group. We strongly believe that this small and simple idea can be converted into a revolution with little support from each one of us. There is an noticeable increase in use of open source software in the industry these days. We don't think we need to prove that point. The idea is if we can train students at an early age to join this phenomenon then India can be a leading player in the open source software revaluation. Extremely large know ledge base of open source software will ensure our dominance in the open source arial and will ultimately ensure your position as the market leader of the IT industry.

5.0 Write short notes on any *three* of the following (in about 300 words each) :

- (a) Flesch Formula
- (b) Mass Communication
- (c) Importance of Visuals
- (d) Article Review
- (e) Reader Analysis

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि (संशोधित)

सत्रांत परीक्षा

दिसम्बर, 2015

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 अनुदेशात्मक सामग्री से आप क्या समझते हैं ? 'लिखित संचार' से सम्बन्धित अध्याय की संरचनात्मक रूपरेखा का वर्णन कीजिए ।

अथवा

1.2 अनुदेशात्मक प्रलेखों एवं प्रवर्तनात्मक सामग्रियों के विकास में निहित पाठक-लेखक सम्बन्ध की संक्षिप्त व्याख्या कीजिए ।

2.1 थीसिस लिखने की प्रक्रिया में निहित चरणों की उदाहरणों सहित संक्षिप्त चर्चा कीजिए ।

अथवा

2.2 "उपयुक्त विरामचिह्नों के प्रयोग में असफलता मूल-अर्थ से भटका देती है ।" उपयुक्त उदाहरणों के साथ इस कथन का विस्तार कीजिए ।

3.1 'तकनीकी प्रतिवेदन' को परिभाषित कीजिए । तकनीकी प्रतिवेदनों के अभिलक्षणों तथा प्रकारों की व्याख्या कीजिए ।

अथवा

3.2 एक सम्पादक के मूल गुणों का वर्णन कीजिए । एक सम्पादक के दायित्वों को विस्तारपूर्वक बताइए ।

4.1 पाठ को मानकीकृत रूपों में सही-सही प्रस्तुत करने हेतु प्रयुक्त महत्वपूर्ण सम्पादकीय उपकरणों की विशिष्टताओं का वर्णन कीजिए ।

अथवा

4.2 निम्नलिखित पाठ का प्रूफ-संशोधन कीजिए :

The open-source movement is surpassing more and more often as an undercurrent in the busy flow of discussion swirling around software development in higher education. Most often it comes up for mansion as a response to the increasing predomination of commercial, proprietary software in use on campuses. As operating systems, development tools, desk top applications, and enterprise software all have become large, complicated, and expensive, an increasing number of IT professionals are looking for not just alternative products and sources, but at a different way to develop and

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

- (क) फ्लेश फॉर्मूला
- (ख) जन-संचार
- (ग) दृश्य सामग्रियों (वीजुअल्स) का महत्त्व
- (घ) आलेख समीक्षा
- (ङ) पाठक विश्लेषण