

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

Term-End Examination

December, 2016

00892

ET-302(B) : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 70

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

1. (a) Discuss the importance of audience analysis and purpose identification in preparing a technical document.
(b) Discuss different patterns which can be used effectively in developing a technical writing. 7+7=14
2. (a) What are the various basic characteristics of technical writing ? Discuss each in brief.
(b) What are the basic methods of finding and using information while researching for it ? Discuss. 7+7=14

3. What do you understand by 'description of a process' ? How does it differ from 'description of an object' ? Explain with suitable examples. 14
4. How can manuals be classified ? Distinguish between the four different types of manuals according to their functions. 14
5. Enumerate the formal elements of a report, discussing each element briefly. 14
6. A four-storey residential building is proposed at a given site. You are deputed to investigate the project. Frame a feasibility report giving solid facts in your support. Assume the data suitably. 14
7. (a) Distinguish between *external proposal* and *internal proposal* on the basis of their utility.
- (b) How would you go about preparing for an oral presentation ? Discuss. 7+7=14
8. Differentiate between the following (attempt any *two*) : 7+7=14
- (a) Felt Board and Chart Board
 - (b) Research and Review Articles
 - (c) Occasional Progress Report and Periodic Progress Report
 - (d) Incident Report and Trip Report
-