

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

Term-End Examination

00783

December, 2018

ET-302(B) : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 70

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

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1. (a) Discuss the three types of audience for which a technical document is written. 7
 - (b) Discuss how a document is revised after its rough draft is prepared. 7
 2. (a) Describe the basic methods of finding and using printed information. 7
 - (b) What do you understand by object and mechanism descriptions ? Elaborate. 7

3. (a) Classify Manuals according to their functions. Discuss any two types of Manuals. 7
(b) How would you write an effective report ? 7
4. Prepare a project proposal for the construction of an underpass on a busy road. Assume the required data suitably. 14
5. Write a report on an incident of a bridge that collapsed due to poor maintenance. Assume you are writing to your higher authorities. 14
6. Prepare a set of 7 – 10 transparencies (i.e. slides on paper) for an alternative traffic flow after a natural disaster. You may use a real or imaginary situation. 14
7. Discuss the pros and cons of using a word processor for an article with many illustrations. 14
8. Write short notes on any *two* of the following : 7+7=14
- (a) Using e-mails
- (b) Formal Elements of a Technical Report
- (c) Types of Technical Articles
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