

**DIPLOMA IN CIVIL ENGINEERING (DCLE(G))/  
DIPLOMA IN MECHANICAL ENGINEERING  
(DME)**

**Term-End Examination**

00953

**December, 2018**

**BET-036 : TECHNICAL DOCUMENTATION**

*Time : 2 hours*

*Maximum Marks : 70*

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

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1. (a) Discuss the importance of audience analysis and purpose identification in technical writing. 7
- (b) Describe the basic guidelines for choosing the right words/phrases. 7
2. (a) Explain the various methods of finding information. 7
- (b) Describe the importance of the conclusion in "Description of a Process". 7

3. (a) Define instructions. Explain the various components of an instruction. 7
- (b) Describe the procedure of enhancing the utility of "Graphic Aids". 7
4. (a) Explain the formal elements of a report. 7
- (b) Discuss the guidelines for writing an effective technical report. 7
5. Prepare a project proposal for the construction of a common utility area in a polytechnic. Assume the required data suitably. 14
6. Write a progress report of the ongoing construction of an RCC road connecting two important cities. Imagine that you are writing to your higher authorities. 14
7. Prepare ten slides/transparencies for presentation on "Advantages and Disadvantages of Group Housing over Individual Housing." 14
8. Write short notes on the following :  $2 \times 7 = 14$
- (a) Trip Report
- (b) Short Investigation Report
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