

01149

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

**Term-End Examination**

**June, 2013**

**ET-302(B) : TECHNICAL WRITING**

*Time : 3 hours*

*Maximum Marks : 70*

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

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1. (a) "The content and form of any technical document are determined by the target audience and the purpose". Discuss. 7
- (b) What are the decisions that technical writing requires you to make ? Explain with reference to words and phrases, sentence construction and paragraph writing. 7
2. (a) Why does a professional in the technical field need to know the basic methods of finding and using printed information ? Explain with suitable examples . 7
- (b) Describe the two types of abstracts and the four areas which should be covered in an abstract. 7

3. Do visual elements increase the strength and memorability of a message ? Discuss with reference to some of the desirable qualities of visual aids. 14
4. Distinguish between Incident Reports, Trip Reports and Inspection Reports using suitable examples. 14
5. "The key to proposal writing is persuasion" Discuss with reference to External Proposals. 14
6. Discuss the four steps required in the preparation of an oral presentation with suitable examples. 14
7. (a) Explain the three categories in which technical articles fall, giving appropriate examples. 7
- (b) Why has a uniform structure been developed for technical articles ? Explain. 7
8. Attempt *any two* of the following : 7+7
  - (a) Differentiate between Progress Report and Short Investigation Report.
  - (b) Distinguish between Feasibility Report and Recommendation Report.
  - (c) Distinguish between the utility of slides and transparencies versus Blackboards and charts.
  - (d) Differentiate between Research articles versus Review articles.