

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

Term-End Examination

June, 2014

00245

ET-302(B) : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 70

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

1. (a) Explain the four-step procedure to analyse audience effectively. 7
- (b) Discuss the seven basic guidelines for choosing the right word. 7
2. (a) Explain the advantages of using visual aids. 7
- (b) Discuss the formatting conventions that make reading easier. 7
3. Prepare a project proposal for the construction of three-storied parking hall which can accommodate two hundred vehicles in each floor. Assume the required data suitably. 14

4. Write a progress report of an ongoing construction of a hostel mess used for serving lunch and dinner to 500 students of an engineering college. Assume that you are reporting to your higher authorities. 14
5. Prepare seven transparencies for an oral presentation on “Advantages of metro-rail in cities having population more than 25 lacs.” 14
6. Write a technical article on “Construction Hazards and Safety Measures.” 14
7. (a) Discuss typical situations requiring an inspection report. 7
(b) Describe different types of graphic aids used in technical documents. 7
8. Explain briefly the following : 2×7=14
 - (a) Evaluation of a technical talk
 - (b) Short investigation report