

**DIPLOMA IN CIVIL ENGINEERING (DCLE(G))/
DIPLOMA IN ELECTRICAL AND MECHANICAL
ENGINEERING (DEME)**

00509

Term-End Examination

June, 2014

BET-036 : TECHNICAL DOCUMENTATION

Time : 2 hours

Maximum Marks : 70

Note : *Question no. 1 is compulsory. Answer any **three** questions from the remaining questions.*

1. Answer any **two** of the following : **2×5=10**
- (a) Discuss how you can provide a refinement in written presentation with the help of changes in style.
 - (b) What do you understand by a manual ?
 - (c) Name any two visual elements used for technical writing.
 - (d) What is the function of a 'Progress report' for a construction project ? How is a periodic progress report different from an occasional one ?
2. Present some guidelines for writing an effective report. **20**

3. Describe the purpose of an 'Incident report' with the help of an example showing the various writing compartments in it. 20
4. Enlist the formal elements of a report. Explain any two of these, giving examples. 20
5. (a) Discuss importance of the element of persuasion in writing a proposal. 10
- (b) What do you understand by 'Oral presentation' ? How can it be made more effective ? 10
6. Write short notes on any *two* of the following : $2 \times 10 = 20$
- (a) Paragraph structure and length
- (b) Feasibility report
- (c) Audience analysis
- (d) Importance of a rough draft in preparing any report
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