

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

Term-End Examination

00420

June, 2016

BET-036 : TECHNICAL DOCUMENTATION

Time : 2 hours

Maximum Marks : 70

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

1. Answer any *two* of the following :

2×5=10

(a) Write the concise phrase of the following wordy phrases :

- (i) At the conclusion of
- (ii) During the course of
- (iii) In the event that
- (iv) Relative to
- (v) Take into consideration

(b) Write the simple and plain equivalents of the following fancy/artistic words :

(i) Commence

(ii) Employ

(iii) Furnish

(iv) Terminate

(v) Procure

(c) Insert the appropriate punctuation marks in the following sentences :

“The bridge piers abutments built a decade back need repairs for which chief engineer’s sanction is to be obtained.”

(d) Break the following into simpler and direct sentences :

“The passport was sent to you at the address on your application form but it was returned by the post office as undeliverable mail.”

2. (a) How are manuals classified ? Explain any one of them with a suitable example. 10

(b) How do you write an ‘Abstract’ ? Explain briefly. 10

3. Explain any *two* of the following : 2×10=20
- (a) Guidelines for writing an effective Report
 - (b) Short Investigation Reports
 - (c) Project Report
4. Prepare the transcript for a speech on general features of Pelton Turbines in micro-hydropower plants. The audience comprises local entrepreneurs interested in venturing into cheap fabrication of these machines to give a boost to the micro-hydropower generation in a Sub-Himalayan tract of India. 20
5. An entrepreneur wants to start a 'Rice mill' near a village, which is away from the main town but where paddy is available. Prepare a 'Feasibility Report' with suggestions to the entrepreneur whether to proceed with the project or not, citing relevant reasons. 20
6. (a) Explain about 'Trip Report' with a suitable example of your choice. 10
- (b) What are the steps required to make an effective oral presentation ? Describe with a suitable example. 10
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