

**MASTER OF LIBRARY AND INFORMATION  
SCIENCE**

00569  
00500

**Term-End Examination**  
**June, 2016**

**MLIE-104 : TECHNICAL WRITING**

*Time : 3 hours*

*Maximum Marks : 100*

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*Note : Attempt all questions. All questions carry equal marks. Illustrate your answers with suitable examples and diagrams, wherever necessary. Write relevant question number before writing the answer.*

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**1.1** Define the term technical writing. Explain the characteristic features of proposal writing for initiating RFID system in a special library.

**OR**

**1.2** 'Any piece of technical writing has to be slanted towards the requirements of the readers'. Elaborate the statement keeping in view different writing situations and users requirements.

**2.1** Elaborate on reader-writer relationship involved in the preparation of instructional documents, reports and promotional material.

**OR**

**2.2** What is readability ? Discuss the factors that determine the readability of a textual matter. Illustrate your answer with the help of suitable examples.

3.1 Explain in detail the different styles of presenting data in a technical document.

OR

3.2 What is a review article ? Describe its types, features and method of preparation.

4.1 What do you understand by the term 'Copy editing' ? Explain with examples the routine tasks involved in copy editing.

OR

4.2 Correct (proof read) the text given below :

THE Indian community in the U.K has a unique place in our Diaspora. The U.K. is the first country which has an indian community truly representative of its diversity. The colonial connection between India and the U.K. had ensured intimate interaction between the two countries at all levels for over two Centuries. This has obviously contributed to the evolution of a Indian community in Britain *comprising* of all sections of the peoples. The presence of a moderate intellectual elite comprising of very eminent patriots like Dadabhai Naoroji and GopalKrishanGokhale ensured Indian participation in the British political process from the early stages of Indias Independence Movement. Dadabhai Naoroji elected to the House of Commons as a Liberal Member as early as 1892. He was a successful Parsi businessman, who became the Grand Old Man of the Congress represented Indian opinion in the U.K, and applied his liberal education and experience in the UK to India's problems. He was followed by Sir Mancherjee Bhawangree (Conservative, 1895 to 1906) and Shapurji Saklatvala (Labour, 1922,

and as Communist MP, 1924). A number of Indian organisations were founded in Britain to work for India's independence. Almost all of them believed in mobilizing British public opinion for their cause. This further contributed to Indians becoming a part of the British political process. The Indian student bodies in Oxford and Cambridge were among the most active student organisations in these universities. Krishna Menon enjoyed personal friendship with the leadership of the Labour Party.

A large number of Indian leaders of the Independence Movement, including Mahatma Gandhi, were deeply influenced by the liberal education they had received in the U.K. The non-violent nature of the Indian Independence Movement resulted not only in the peaceful departure of the British from India but also helped in continuation of ties with the UK. Participation of a large number of Indian soldiers in both the First and Second World Wars had also created special bonds between the Armed forces of the two countries. The largest number of Victoria Cross recipients were Indians. Because of these bonds, a number of people in India felt that they had claims on the Empire as equal citizens. This was an important factor in the migration of Sikhs to various parts of the Empire. The foundations of Indology were laid in the UK during the colonial times. Every major university in the UK had departments for deep and serious India studies. The civilisational impact of India was felt in the UK very strongly in the 19TH century owing to the works of India's social reformers and philosopher Raja Ram Mohun Roy and British personalities who studied the civilization of India.

Warren Hastings expressed deep praise for the Bhagawat gita as the most wonderful text of its kind in the world. The colonial policy had moreover resulted in the emergence of Indian communities in virtually every part of the Empire. Through their hard work, perseverance and expertise they played a vital role in the transformation of these colonies into organised economies and modern states. A number of these PIOs subsequently migrated to Britain, thus creating unique segments within the large Indian Diaspora of the U.K. The presence of such extraordinary diversity in a country with which India had over two centuries of colonial relationship had resulted in this truly unique Diaspora. A substantial presence of PIOs in the British Parliament, several hundred Councillors and a substantial number of mayors reflect the significant participation of PIOs in the public life and political processes in the UK. Among other prominent PIO citizens are the industrial giants, hoteliers, traders, media men, scientists, artists, cultural and literary figures, academicians and sportsmen of eminence.

- 5.0 Write short notes on **any three** of the following (in about 300 words each) :
- (a) Corporate writing
  - (b) Diction
  - (c) Oral communication
  - (d) Peer review
  - (e) Standards

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

जून, 2016

एम.एल.आई.ई.-104 : तकनीकी लेखन

समय : 3 घण्टे

अधिकतम अंक : 100

**नोट :** सभी प्रश्नों के उत्तर दीजिए। सभी प्रश्नों के अंक समान हैं। अपने उत्तरों की पुष्टि के लिए उचित उदाहरण देते हुए आवश्यकतानुसार रेखाचित्रों का भी प्रयोग कीजिए। उत्तर लिखने से पूर्व सम्बन्धित प्रश्न संख्या अवश्य लिखिए।

1.1 तकनीकी लेखन पद को परिभाषित कीजिए। एक विशिष्ट पुस्तकालय में आर.एफ.आई.डी प्रणाली आरंभ करने हेतु प्रस्ताव लेखन की अभिलाक्षणिक विशेषताओं की व्याख्या कीजिए।

**अथवा**

1.2 “तकनीकी लेखन पाठकों की अपेक्षाओं के दृष्टिगत होना चाहिए” - विभिन्न लेखन परिस्थितियों तथा उपयोक्ता आवश्यकताओं का ध्यान रखते हुए इस वक्तव्य की व्याख्या कीजिए।

2.1 अनुदेशात्मक प्रलेख, प्रतिवेदन एवं प्रचार सामग्री को बनाने में सन्निहित “पाठक - लेखक सम्बन्ध” की व्याख्या कीजिए।

**अथवा**

2.2 पठनीयता क्या है? पाठ्य विषय की पठनीयता निर्धारित करने वाले कारकों का वर्णन कीजिए। उपयुक्त उदाहरणों द्वारा अपने उत्तर को स्पष्ट कीजिए।

- 3.1 एक तकनीकी प्रलेख में डाटा प्रस्तुत करने की विभिन्न शैलियों की विस्तार से व्याख्या कीजिए।

**अथवा**

- 3.2 समीक्षा लेख क्या है? इसके प्रकारों, विशेषताओं एवं बनाने की विधि का वर्णन कीजिए।

- 4.1 “प्रतिलिपि संपादन” पद से आप क्या समझते हैं? प्रतिलिपि संपादन में सन्निहित नैतिक कार्यों की सोदाहरण व्याख्या कीजिए।

**अथवा**

- 4.2 निम्नांकित मूल पाठ की त्रुटियों का परिहार (प्रूफ रीडिंग) कीजिए :

THE Indian community in the U.K has a unique place in our Diaspora. The U.K. is the first country which has an indian community truly representative of its diversity. The colonial connection between India and the U.K. had ensured intimate interaction between the two countries at all levels for over two Centuries. This has obviously contributed to the evolution of a Indian community in Britain *comprising* of all sections of the peoples. The presence of a moderate intellectual elite comprising of very eminent patriots like Dadabhai Naorojji and GopalKrishanGokhale ensured Indian participation in the British political process from the early stages of Indias Independence Movement. Dadabhai Naoroji elected to the House of Commons as a Liberal Member as early as 1892. He was a successful Parsi businessman, who became the Grand Old Man of the Congress represented Indian opinion in the U.K, and applied his liberal education and experience in the UK to India's problems. He was followed by

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5.0 निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक लगभग 300 शब्दों में) :

- (a) समष्टि लेखन
- (b) शब्द योजना
- (c) मौखिक संप्रेषण
- (d) पियर रिव्यू
- (e) मानक