

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

Term-End Examination

June, 2017

00055

ET-302(B) : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 70

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

1. (a) What are the content and form of any technical document ? Discuss briefly.
(b) What are the chief components of an abstract ? Discuss with reference to the importance of each. 7+7=14

2. (a) What are the benefits of using visual aids for making presentations ? Enumerate and discuss briefly.
(b) Distinguish between the benefits of using a flow chart versus a diagram and photographs. 7+7=14

3. Enumerate the formal elements of a report. Which are the most important and why? 14
4. Describe the guidelines for writing an effective report, using examples where appropriate. 14
5. You are incharge of a bridge construction project that spans over a 200 m river. Frame two six-monthly progress reports and a final completion report. Assume your data suitably. 14
6. Outline the basic structural pattern of most proposals, explaining why the basic pattern is important. 14
7. (a) Discuss the advantages and disadvantages of using a slide projector and an overhead projector.
- (b) "Extemporaneous speaking versus manuscript reading are both useful in different ways." Discuss. 7+7=14
8. Differentiate between the following (attempt any *two*): 7+7=14
- (a) Slides and Transparencies
 - (b) Research articles and Conference papers
 - (c) Indicative and Informative abstracts
 - (d) Drafting and Revising documents
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