

**MASTER OF LIBRARY AND INFORMATION  
SCIENCE (Revised)**

**Term-End Examination 01020**

**June, 2017**

**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'. Discuss the writing situation relevant to LIS field with their specific characteristics.

**OR**

1.2 Discuss the characteristics of readers. Dwell on the importance of reader analysis in technical writing.

2.1 Enumerate and discuss the steps involved in the writing process. Illustrate your answer with examples.

**OR**

2.2 Elaborate on the readability formulae.

3.1 Give an account of the technical style.

**OR**

3.2 Enumerate the punctuation marks used in technical writing. Explain with examples the use of all the punctuation marks in sentences.

4.1 Discuss all types of technical communication comprising oral, non-verbal, written and electronic communication.

OR

4.2 Correct (proof read) the text given below :

Ranganathan, read manu samhita and was influenced by its Code relating to conduct of student teacher. As he correctly mentioned librarian have to attempt all efforts to its users like teachers to his student, "Sometimes all conscious attempt fail. Hence we have to act on the principle of" "the more, the merrier. By contacting the student intimately in varied situation, we may increase the chance to hit their nuclear element. So little is ever achieved by verbal transmission. As the teacher ful-fills himself more effectively through that intangible influence emanating from his Personality and transforms the students and throughs them into the most favourable mood for the creative enfoldment of their own personality". One may think that Ranganathans opinion originates from Manus narration. "The good should be taught to people without hearting them. one who desires merit should use his words sweetly and delicately".

5.0. Write short notes on **any three** of the following (in about 300 words each) :

- (a) Sentence structure
- (b) Narrative discourse
- (c) Dissertation
- (d) Peer review
- (e) Regional dialects



पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि  
( संशोधित )

सत्रांत परीक्षा

जून, 2017

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। एल.आई.एस. क्षेत्र से संबद्ध लेखन स्थितियों की विवेचना, उनके विशिष्ट अभिलक्षणों सहित कीजिए।

अथवा

- 1.2 पाठकों के अभिलक्षणों की विवेचना कीजिए। तकनीकी लेखन में पाठक विश्लेषण के महत्त्व का विशेष रूप में वर्णन कीजिए।
- 2.1 लेखन प्रक्रिया में निहित चरणों की परिगणना तथा विवेचना कीजिए। अपने उत्तर को सोदाहरण स्पष्ट कीजिए।

अथवा

- 2.2 पठनीयता परिसूत्र की विस्तृत व्याख्या कीजिए।

3.1 तकनीकी शैली का ब्यौरा दीजिए।

अथवा

3.2 तकनीकी लेखन में प्रयुक्त विराम चिह्नों की परिगणना कीजिए। सभी विराम चिह्नों का उदाहरणों की सहायता से वाक्यों में प्रयोग करते हुए, व्याख्या कीजिए।

4.1 तकनीकी संचार के सभी प्रकार जैसे मौखिक, गैर-मौखिक, लिखित तथा इलैक्ट्रॉनिक संचार की विवेचना कीजिए।

अथवा

4.2 नीचे दिए गए पाठ का प्रूफ संशोधन कीजिए :

Ranganathan, read manu samhita and was influenced by its Code relating to conduct of student teacher. As he correctly mentioned librarian have to attempt all efforts to its users like teachers to his student, "Sometimes all conscious attempt fail. Hence we have to act on the principle of" "the more, the merrier. By contacting the student intimately in varied situation, we may increase the chance to hit their nuclear element. So little is ever achieved by verbal transmission. As the teacher ful-fills himself more effectively throught that intangible influence emanating from his Personality and transforms the students and throughs them into the most favourable mood for the creative enfoldment of their own personality". One may think that Ranganathans opinion originates from Manus narration. "The good should be taught to people without hearting them. one who desires merit should use his words sweetly and delicately".

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

- (a) वाक्य संरचना
  - (b) विवरणात्मक निबंध (नैरेटिव डिसकोर्स)
  - (c) शोध प्रबंध
  - (d) पिअर-रिव्यू
  - (e) क्षेत्रीय बोलियाँ
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