ET-302(B)

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

Term-End Examination

□□363   June, 2018

ET-302(B) : TECHNICAL WRITING

Time : 3 hours   *Maximum Marks : 70*

Note : *Attempt any five questions. All questions carry equal marks.*

1. (a) Discuss the three types of audience for any technical document, explaining the importance of knowing the audience.   7

   (b) What are the six basic characteristics of good technical writing ? Elaborate.   7

2. (a) Classify Manuals according to functions and briefly discuss each type.   7

   (b) Prepare a project proposal for security services in an educational institution spread over a large area.   7

3. (a) Prepare an oral presentation on sewage disposal in a river with no flood plains. 7

(b) What are visual elements in technical writing ? Explain with examples. 7

4. (a) Discuss the formal elements of a report with suitable illustrations. 7

(b) Write a Feasibility Report on controlling traffic by using BRT corridors. 7

5. (a) Prepare the first draft of a speech (oral presentation) on time-saving strategies at the workplace. 7

(b) Describe the points to keep in mind while making an oral presentation to a bored audience. 7

6. (a) Outline the structure of a technical article for an international audience/readership. 7

(b) What are some of the pros and cons of using a word processor ? Explain with examples. 7

7. (a) Write a technical note on installing solar energy devices in a residential colony. 7

(b) Distinguish between progress reports and short investigation reports explaining their purpose. 7

8. Write short notes on any *two* of the following : *7+7=14*

    (a) Basic characteristics of good technical writing

    (b) Repair Manual

    (c) Occasional Progress Report

    (d) Graphic aids in oral presentations

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