

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

Term-End Examination

00652

June, 2019

ET-302(B) : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 70

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

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1. (a) "The content and form of any technical document are determined by the audience and purpose." Discuss. 7
 - (b) Describe the three-stage process of technical writing. 7
 2. (a) What are the six basic characteristics of good technical writing ? Elaborate. 7
 - (b) Write a note on the four items that an abstract should have. 7

3. (a) Why does a written text need to be supplemented with visual elements ? Explain. 7
- (b) List the formal elements of a report and discuss any two with examples. 7
4. Imagine you have attended a seminar on disaster management. Write a trip report of your attendance. (You may choose a specific disaster) 14
5. Write a progress report of a long-delayed project on repairs of a bridge. Assume the required data suitably. 14
6. Write a technical article on shifting of utilities before a flyover can be constructed. 14
7. Prepare transparencies (i.e. slides on paper) for a presentation on advantages of visual aids over plain lectures. 14
8. Write short notes on the following : 7+7=14
- (a) Computer-aided editing
- (b) Using email
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