

**DIPLOMA IN CIVIL ENGINEERING (DCLE(G))/
DIPLOMA IN ELECTRICAL AND MECHANICAL
ENGINEERING (DEME)**

Term-End Examination

00001

June, 2015

BET-036 : TECHNICAL DOCUMENTATION

Time : 2 hours

Maximum Marks : 70

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

1. (a) Discuss the three-stage process of technical writing. 7
- (b) Describe the importance of maintaining coherence within and between paragraphs. 7
2. (a) Explain the various methods of finding information. 7
- (b) Describe the description of a process. 7
3. (a) Define Manual and classify it according to the functions served by it. 7
- (b) Describe the procedure of enhancing the utility of graphic aids. 7
4. (a) Explain the various formatting conventions that make reading easier. 7
- (b) Describe the guidelines for writing an effective Technical Report. 7

5. Prepare a project proposal for the construction of a canal in a desert area. Assume the required data suitably. 14
 6. Write a Progress Report of the ongoing construction of a Public Distribution Building in a town, assuming that you are writing to your higher authorities. 14
 7. Prepare transparencies for presentation on "Construction of Community hall in a Residential colony". 14
 8. Write short notes on the following : 2×7=14
 - (a) Incident Report
 - (b) Short Investigation Report
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