

00092

**Diploma in Civil Engineering / Diploma  
in Electrical & Mechanical Engineering**

**Term-End Examination**

**December, 2011**

**BET-036 : TECHNICAL DOCUMENTATION**

*Time : 2 hours*

*Maximum Marks : 70*

---

**Note :** *Question No.1 is compulsory. Answer any three from the remaining questions.*

---

1. Answer *any two* of the following : **2x5=10**
- (a) Describe in brief the basic three - stage process of technical writing.
  - (b) What are the six characteristics of a good write-up ?
  - (c) Describe indicative (descriptive) and informative abstract.
  - (d) What is a manual and its classification according to functions ?
2. (a) Underline the passive verbs in these **10**  
sentences and replace all of them with  
actives, while preserving the meaning.

- (i) The fact that bridging the gap presented engineering design problems that was not appreciated by any one at Reliance.
- (ii) The passport was sent to you at the address on your application form, but it was returned by the post office as undeliverable mail.

- (b) The following sentences in a paragraph might be too long for some readers. Please re-draft the paragraph making it crisp and concise, breaking the long sentences, avoiding unnecessary words, using appropriate transitional words etc. 10

“In expectation of the fast approaching monsoon season, with prediction of very heavy rains hitting the area, the department should gear itself up with necessary programme, personnel, and equipment to face the worst situation that may arise. It is with this aim in view that a meeting of the concerned officers and staff has been called for 30<sup>th</sup> April, to finalize the logistics of our preparations”.

3. What is Letter of transmittal of a report and what are its elements ? Explain with some appropriate examples. 20

4. Prepare a preliminary feasibility report for constructing a defence road from Rajouri (J & K state), that is situated on the southern fringe of Pir-Panchal Ranges, over the mountainous terrain and to touch shopian, the town in the valley of Kashmir. The report is to be submitted to the authorities to enable taking further decision. Assume a reconnaissance survey was conducted along the proposed alignment. 20
5. Draft a project proposal for the construction of *any one* of the following : 20
- (a) A primary school in a village.
  - (b) A small culvert of 3 m span on a village road.
  - (c) A Community Hall in a Town.
  - (d) Any project of your choice.
6. You are asked to write an inspection report about a flood affected area where some dwelling units, a primary school , health unit and a community Hall have been damaged. Draft the report, to be submitted for demanding immediate and long term financial and other help from the government. 20
-