

MASTER OF LIBRARY AND INFORMATION SCIENCE

Term-End Examination

December, 2011

MLIE-104 : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 100

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.

- 1.1 What do you understand by the term 'technical writing' ? Discuss the writing situations relevant to library and information field along with their specific characteristic features.

OR

- 1.2 Explain in detail the reader - writer relationship in different types of writing situation.

- 2.1 Describe the steps involved in the writing process.

OR

- 2.2 Give characteristic features of technical communication and the different forms in which it can be communicated.

- 3.1** What is a review article ? Explain its types, features and method of presentation.

OR

- 3.2** Prepare a draft for a brochure incorporating the information sources and the services available in a modern library.

- 4.1** Explain the importance of different editorial tools required by editors. Discuss the purpose for which these are needed.

OR

- 4.2** Correct (proof - read) the text given below.

According to an PTI news report, the Minister who inaugurated the event said "RTI should not be a casualty of corrupt bureaucrats. Shailesh Gandhi, a proactive Central Information Commissioner with the distinction of having been an RTI activist himself in Maharashtra before becoming Commissioner, said later in his presentation that the RTI Act need to be guarded from three potential threats - from the government, the judicial processes and the Commissions themselves.

Mr. Gandhi wanted Information Commissions to take an initiative on issues with wide-ranging and long-term implications : It would be too late to do anything if the Commissions has to wait. He himself had asked the Delhi government to put all its contract agreements concerning consultancy arrangements for the Commonwealth Games in the public domain within a week.

Gajendra haldea of the Planning Commission, in a presentation on the Public-Private Partnership model, theorised that 20 years from now a third of the land in India would be in the hands of a few private corporates, going by the manner in which Special Economic Zone agreements were being entered into (with public scrutiny).

Mrinal Pande, chairperson of the Prasar Bharati Board, wanted the media to be brought under the purview of the RTI Act. The session should have deliberated on the media's role and acknowledged the sustained interest taken by some media outlets such as the Telugu newspaper Eenadu and NDTV, and the difference they have made to the situation. The convention failed to note that women in sufficient numbers are not taking advantage of the provisions of the RTI act, or what steps could be taken to correct the situation ? It also failed to look at why the academic community has not been taking a real interest in studying the impact of the RTI Act and in promoting it.

There was no evidence of annual reports of Information Commissions in these four years ever having been discussed in Parliament or in State Assemblies. How is it so ? It should be examined how many Commissions could not come up with their annual reports and why even the annual reports that were available did not make any difference.

In his valedictory address, Minister of State in the Ministry of Communications and Information Technology Sachin Pilot talked about the shift in the balance Of power and the equitable growth that the RTI Act should strive for. He wanted the R TI movement to take advantage of communication technologies.

The CIC has been holding annual conventions in Delhi as an "official programme,' attended mostly by Information Commissioners, their staff, one or two Ministers and bureaucrats. The participation of civil society representatives has been marginal : those who did come were mostly from the National Capital Region. There has not been any acknowledgement of the role of civil society organisations in taking the RTI movement forward. At all the five conventions in Delhi, access was controlled. The cic, nevertheless, deserves praise for holding the conventions.

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

- (a) Corporate writing
 - (b) Developmental paragraphs
 - (c) Readability and comprehension
 - (d) Collection of data
 - (e) Peer review
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**पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि**

सत्रांत परीक्षा

दिसम्बर, 2011

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 से आप क्या समझते हैं? पुस्तकालय एवं सूचना के क्षेत्र से प्रासंगिक लेखन स्थितियों तथा उनकी अभिलक्षणात्मक विशिष्टताओं का विवेचन कीजिए।

अथवा

- 1.2** विभिन्न प्रकार की लेखन-स्थितियों में पाठक - लेखक संबंध की विस्तृत व्याख्या कीजिए।

- 2.1** लेखन-प्रक्रिया में सन्त्रिहित चरणों का वर्णन कीजिए।

अथवा

2.2 तकनीकी संप्रेषण की अभिलक्षणात्मक विशिष्टताओं का तथा जिन विभिन्न रूपों में इसे संप्रेषित किया जा सकता है उनका उल्लेख कीजिए।

3.1 ‘समीक्षा-लेख’ क्या है? इसके प्रकारों, विशिष्टताओं तथा प्रस्तुतीकरण की विधियों की व्याख्या कीजिए।

अथवा

3.2 एक आधुनिक पुस्तकालय में उपलब्ध सूचना स्रोतों तथा सेवाओं का उल्लेख करते हुए एक विवरणिका प्रारूप तैयार कीजिए।

4.1 सम्पादकों के लिए आवश्यक विभिन्न सम्पादकीय उपकरणों के महत्व की व्याख्या कीजिए। इनकी आवश्यकता का उद्देश्य क्या है? विवेचन कीजिए।

अथवा

4.2 नीचे दिए गए पाठ का प्रूफ संशोधन कीजिए।

According to an PTI news report, the Minister who inaugurated the event said “RTI should not be a casualty of corrupt bureaucrats. Shailesh Gandhi, a proactive Central Information Commissioner with the distinction of having been an RTI activist himself in Maharashtra before becoming Commissioner, said later in his presentation that the RTI Act need to be guarded from three potential threats - from the

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5. निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए।
(प्रत्येक पर लगभग 300 शब्दों में) :
- (a) कापौरिट राइटिंग।
 - (b) डेवलपमेण्टल पैराग्राफ्स।
 - (c) पठनीयता तथा बोध।
 - (d) डेटा संग्रह।
 - (e) पियर रिव्यू।
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