

**MASTER OF LIBRARY AND INFORMATION
SCIENCE**

Term-End Examination

June, 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.*

01817

1.1 Distinguish between technical writing and creative writing. Explain the technical writing skills for information professionals.

OR

1.2 What do you understand by reader analysis ? Discuss writing situations in relation of different target groups.

2.1 Explain the importance of language in technical writing. Describe the different kinds of dialectes and describe the differences between them.

OR

2.2 What do you understand by aberrations in technical writing ? Explain a few problems that can arise in the actual process of writing.

3.1 Enumerate the different styles of presenting data in a technical communication. Discuss the importance of illustrations in text presentation.

OR

3.2 What do you understand by the expression 'writing situations and target groups' ? Illustrate your answer with examples.

4.1 What is copy editing ? Elaborate the different elements to be checked in copy editing.

OR

4.2 Correct (proof - read) the text given below :
Marking the completion of five years, in September 2010, of the enactment of the Right to Information act, the Central Information Commission (CIC) held the fifth annual convention on "RTI:Challenges and Opportunities in New Delhi on September 13 and 14. It was largely a gathering of Information Commissioners from the States and the Centre. The five technical sessions had presentations by Commissioners and other experts. I had actively taken part in the earlier four annual conventions organised by the CIC more or less on similar lines. Six things stood out at this latest meeting.

First, the key leadership role played by wajahat habibullah, as the Chief Information Commissioner, in ushering in the RTI regime was acknowledged and he was credited for ensuring the independent standing of the Commissions

An second outcome was that the fact that Section 4 of the RTI Act has not received the kind of attention it deserves in order to sustain the right to information regime – Mr. Habibullah himself has highlighted this aspect more than once – was echoed on both the days: but no specific suggestions emerged. Governments at the Centre and in the States need to do more in this regard than what the Information Commissions themselves could do ?

Third, most participants reiterated that awareness about the Act, its provisions and potential was very low, and that more serious efforts are required. Also, efforts to sensitise the functionaries concerned was not good enough.

A fourth and more sensitive questions that became evident during the deliberations was who, between the Commissions and civil society, has taken the Act to the People and are responsible for prompting the imagination of the people. Surprisingly,

the divide in this regard was open. The Commissioners ought to have acknowledged the active role played by civil society and reiterated the need to work together even more in the future. The key note speaker and other speakers expressed their concern about certain “belligerent tendencies” on the part of individual activists. Such isolated instances should not weaken the critical role played by civil society groups on this front.

Fifth, the convention expressed concern over threats that some activists faced in the course of their work and condemned the killing of certain RTI activists that have occurred. In this context, Union Minister for Law and Justice M. Veerappa Moily, who inaugurated the convention, confirmed that the Union Cabinet was determined to bring forward the whistleblowers bill [‘The Public Interest Disclosure and Protection to Persons making the Disclosure Bill, 2010’] in the coming session of parliament.

Sixth, the delay in disposing of applications and the backlog in the process that the Commissions are confronted with was yet another issue that was deliberated upon. But no options or alternatives came up. It was agreed that the RTI Act had kept the bureaucracy on its toes. But a general view was that the pile-up of applications

was caused by the fact that the government and its agencies were not forthcoming in providing information promptly. One of the sessions dwelt on how the judiciary, the subordinate judiciary in particular, was largely apathetic and non-cooperative in responding to rti petitions.

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

- (a) Oral communication
 - (b) Readability yardstick
 - (c) Mechanics
 - (d) Dissertations
 - (e) Editor's skills
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पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

जून, 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 तथा सृजनात्मक लेखन के बीच अंतर स्पष्ट कीजिए। सूचना व्यवसाय से जुड़े व्यक्तियों के लिए तकनीकी लेखन कौशल की व्याख्या कीजिए।

अथवा

1.2 पाठक विश्लेषण से आप क्या समझते हैं? विभिन्न लक्षित-समूहों के परिप्रेक्ष्य में लेखन-स्थितियों का विवेचन कीजिए।

2.1 तकनीकी लेखन में भाषा के महत्त्व की व्याख्या कीजिए। बोलियों के विभिन्न प्रकारों तथा उनके बीच अंतर का वर्णन कीजिए।

अथवा

2.2 तकनीकी लेखन में विपथन से आप क्या समझते हैं? लेखन की वास्तविक प्रक्रिया में सामने आने वाली कुछ समस्याओं की व्याख्या कीजिए।

3.1 तकनीकी सम्प्रेषण में डेटा प्रस्तुतीकरण की विभिन्न शैलियों को परिगणित कीजिए। पाठ-प्रस्तुतीकरण में सचित्र वर्णन के महत्त्व का विवेचन कीजिए।

अथवा

3.2 'लेखन स्थितियाँ तथा लक्षित वर्ग' अभिव्यक्ति से आप क्या समझते हैं? अपने उत्तर को सोदाहरण स्पष्ट कीजिए।

4.1 'कॉपी एडिटिंग' क्या है? कॉपी एडिटिंग में जिन विभिन्न तत्त्वों की जाँच की जानी चाहिए उनका विस्तृत विवरण दीजिए।

अथवा

4.2 नीचे दिए गए पाठ का प्रूफ-संशोधन कीजिए।

Marking the completion of five years, in September 2010, of the enactment of the Right to Information act, the Central Information Commission (CIC) held the fifth annual convention on "RTI: Challenges and Opportunities in New Delhi on September 13 and 14. It was largely a gathering of Information Commissioners from the States and the Centre. The five technical sessions had presentations by Commissioners and

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5.0 निम्नलिखित में से *किन्हीं तीन* पर संक्षिप्त टिप्पणियाँ लिखिए (प्रत्येक पर लगभग 300 शब्दों में) :

- (a) मौखिक सम्प्रेषण
 - (b) पठनीयता मापदण्ड
 - (c) मेकेनिक्स
 - (d) लघुशोध प्रबन्ध
 - (e) संपादक का कौशल
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