

**Diploma in Civil Engineering (DCLE(G))  
Diploma in Mechanical Engineering (DME)**

**Term-End Examination**

**December, 2013**

**BET-036 : TECHNICAL DOCUMENTATION**

*Time : 2 hours*

*Maximum Marks : 70*

*Note : (i) Question No . 1 is Compulsory.*

*(ii) Answer **any three** from the remaining questions.*

- 
1. Answer **any two** of the following : **2x5=10**
    - (a) What do you understand by an audience analysis ? Why is it done ?
    - (b) Do you consider 'style' as an important feature in a written presentation ? If yes, discuss a factor affecting style.
    - (c) Enlist the formal elements of a report.
    - (d) Discuss how graphs, tables and other visual aids may make a presentation better than the one without such things.
  
  2. (a) Enlist the three stages of a technical writing. **10**  
Briefly describe any one stage.  
(b) It is said that wordy phrases should be avoided and concise phrases should be used in technical writing. Discuss this statement briefly. **10**
  
  3. What are the various methods of finding information for writing a technical report ? **20**  
Describe any one method in detail.

4. What do you understand by the Report Writer's pyramid method ? Describe with the help of a sketch. 20
  5. Describe structure of a proposal, in general. What is the purpose of writing a summary in a proposal ? Discuss briefly. 20
  6. What steps may make an oral presentation more effective and lively ? Enlist them and discuss any one in detail. 20
-