

**MASTER OF LIBRARY AND INFORMATION
SCIENCE**

Term-End Examination

December, 2013

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 Explain the difference between oral and written communication keeping in view their effective presentation.

OR

1.2 Describe 'target groups' in detail

2.1 What are the different forms of discourse in technical writing ? Explain any one of the forms of discourse.

OR

2.2 What is style in technical writing ? Explain the different aspects of technical styles.

3.1 What are technical reports ? Explain their characteristics, types, functions and structural components.

OR

- 3.2 Explain your understanding of creative and substantive editing.
- 4.1 Discuss the value and effective use of dictionaries in technical writing.

OR

- 4.2 Correct (proof -read) the text given below :

In the early year of our Republic, economist John Kenneth Galbraith famously called it a "functioning anarchy: That discription still holds. But if the anarchy have been functioning, it is thanks to institutions of the republic. What will these ever evolving institution be like in 2020 ? Nobody can preduct with certainty but heres a wish list of what some of the more important institutions should be like that year. The legislature : One are of parliamentary functioning which promises to make a great leerp forward is its committees, especially in the context of Veting Bills. While the executive may instutionlize pre-legislative consultasion, parliamentary standing committes should following the example of advanced democrasies, hold there proceeding in public.

Apart from scrutinizing legislative proposal with greater rigour, parlimentary committees should mature enough by 2020 to play far greater roll in holding the government to account. The public Account committee will hopfully be strengthened to stop the trend of so many cag reports remaining unexamined.

The Judiciary : The independent of the judiciary against all odds, is touted as a great success of the Indian Republic. But there is plenty of room for improvement. By 2020, the Supreme Courts and the High Courts will hopefully come to grips with a managerial challenge of bringing down the pendency of cases. As laws and Disputes become increasingly technical (The attempts to gag websites being a case in point) there may be a policy to encourage judges to become specialists and allot cases accordingly.

Without detracting from these traditional aloofness judges may take a more "chilled" look at colonial baggage and allow lawyers and litigants to address them as 'Sir' rather than "My Lord". Why, they may even become less touchy about criticism and stop brandishing the contempt law on the pretext of being scandalized. They may also reconcile themselves to the transparency demands of RTI. There importantly they may get over the anachronistic notion that the involvement of outsiders in the accountability system will erode judicial independence. The existing in house system of collegiums (panel of senior judges) deciding appointment and checking errant collegues with either mutate beyond recognition or disappear all together.

One long pending reform that will hopefully be implemented by 2020 is that the retirement age

of high court judge will be brought on par with that of their Supreme court counterparts. This may reduce the culture of serrility of judicial ranks for high court judges who now retire at 62 will no longer be under as much pressure to vie supreme court slots since everbody then will retire at 65.

5. Write short notes *any three* of the following (in about **300** words each)
- (a) Communication Chain
 - (b) Office correspondence
 - (c) Electronic communication
 - (d) readability formulae
 - (e) Copy editing.
-

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

दिसम्बर, 2013

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 प्रभावशील प्रस्तुतिकरण की दृष्टि से मौखिक और लिखित सम्प्रेषण के बीच अंतर स्पष्ट कीजिए।

अथवा

1.2 'लक्षित समूहों' का विस्तृत वर्णन कीजिए।

2.1 तकनीकी लेखन में प्रबंध (डिस्कोर्स) के विभिन्न रूप कौन से हैं? प्रबंध के किसी एक रूप की व्याख्या कीजिए।

अथवा

2.2 तकनीकी लेखन में शैली (स्टाइल) क्या है? तकनीकी शैलियों के विभिन्न पहलुओं की व्याख्या कीजिए।

3.1 तकनीकी प्रतिवेदन क्या हैं ? इनके अभिलक्षणों, प्रकारों और संरचनात्मक घटकों की व्याख्या कीजिए ।

अथवा

3.2 सृजनात्मक और सारगर्भित सम्पादन से आप क्या समझते हैं ? व्याख्या कीजिए ।

4.1 तकनीकी लेखन में शब्दकोशों के महत्व और प्रभावशीलता की चर्चा कीजिए ।

OR

4.2 निम्नलिखित मूल पाठ का प्रूफ संशोधन कीजिए ।

In the early year of our Republic, economist John Kenneth Galbraith famously called it a "functioning anarchy: That discription still holds. But if the anarchy have been functioning, it is thanks to institutions of the republic. What will these ever evolving institution be like in 2020 ? Nobody can predect with certainty but heres a wish list of what some of the more important institutions should be like that year. The legislature : One are of parliamentary functioning which promises to make a great leerp forward is its committees, especially in the context of Veting Bills. While the executive may instutionlize pre-legislative consultasion, parliamentary standing committes should following the example of advanced democrasies, hold there proceeding in public.

Apart from scrutinizing legislative proposal with greater rigour, parliamentary committees should mature enough by 2020 to play far greater roll in holding the government to account. The public Account committee will hopefully be strengthened to stop the trend of so many cag reports remaining unexamined.

The Judiciary : The independent of the judiciary against all odds, is touted as a great success of the Indian Republic. But there is plenty of rooms for improvement. By 2020, the Supreme Courts and the High Courts will hopefully come to grips with a managerial challenge of bringing down the pendency of cases. As laws and Disputes become increasingly technical (The attempts to gag websites being a case in point) there may be a policy to encourage judges to become specialists and allot cases accordingly.

Without detracting from these traditional aloofness judges may take a more "chilled" look at colonial baggage and allow lawyers and litigants to address them as 'Sir' rather than "My Lord". Why, they may be even become less touchy about antisemitism and stop brandishing the contempt law on the pretext of being scandalized. They may also reconcile themselves to the transparency demands of RTI. There importantly they may get over the anachronistic notion that the involvement of outsiders in the accountability

system will erode judicial independence. The existing in house system of a collegiums (panel of seniorjudges) deciding appointment and checking errant collegus with either mutata beyond recognition or disappear all together.

One long pending reform that will hopefully be implemented by 2020 is that the retirement age of high court judge will be brought on par with that of their Supreme court counterparts. This may reduce the culture of serrility of judicial ranks for high court judges who now retire at 62 will no longer be under as much pressure to vie for supreme court slots since everybody then will retire at 65.

5. निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक पर लगभग 300 शब्दों में)
- सम्प्रेषण शृंखला
 - कार्यालयीन पत्राचार
 - इलेक्ट्रॉनिक सम्प्रेषण
 - पठनीयता परिसूत्र
 - कॉपी एडिटिंग
-