

Diploma in Civil Engineering (DCLECG)
Diploma in Mechanical Engineering (DME)

Term-End Examination

December, 2012

BET-036 : TECHNICAL DOCUMENTATION

Time : 2 hours

Maximum Marks : 70

Note : *Question No . 1 is Compulsory. Answer any two questions from the remaining question.*

1. Answer **any three** of the following : **3x10=30**
- (a) What do you understand by 3-stage process of Technical writing?
 - (b) Discuss the use of "Headings and Lists" in Technical writing?
 - (c) What are the elements of a Report-Explain them briefly.
 - (d) What are the "graphic aids" used in Technical documentation--Explain with diagrams.
 - (e) Discuss the following methods of collecting information for researching.
 - (i) Use of Library
 - (ii) Personal Interview

2. Describe in detail the following facilities put up at a construction site. 20
- (a) Jaw Crusher.
 - (b) Portable aggregate-Processing plant.
3. You are asked to examine a multi-storeyed building to determine its suitability as a "warehouse"- write a complete inspection report of the same. 20
4. Prepare an "Oral presentation" to be delivered before the audience on "the economics of transporting material with a conveyor belt". 20
5. Write short notes on '*any two*' of the following : $2 \times 10 = 20$
- (a) Persuasion and motivation
 - (b) Drafting a speech
 - (c) Short investigation report
 - (d) Trip report.
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