MASTER OF LIBRARY AND INFORMATION SCIENCE

00453

Term-End Examination

December, 2014

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 operations involved in the physical production of a document.

OR

1.2 Write a detailed proposal for initiating automation in a special library.

2.1 Differentiate between spoken and written communication.

OR

2.2 What is a paragraph ? Write briefly on different types of paragraphs.

3.1 Define the term 'technical communication'. Discuss its characteristics, functions and the social and ethical aspects.

OR

3.2 What is a review article ? Describe the steps involved in its preparation.

4.1 List the different types of editorial tools required by editors. Discuss the purpose for which they are needed ?

OR

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

The basic requirement for reducing the digital = divide for countries is to give priority to the development of their telecommunication and IT infrastructure in order to provide universal and affordable access to information to people in all Geographical areas of the Country. The government of India celebrated the year 2003 as the 150th year of Indian communication and telegraphy. The country has travelled a long way in improving its telecom sector. At the time of independence there were only 80,000 telephone subscribers and that was mostly in government organisations. Until the 1980s telecom was not a priority. However, the formulation

of the National Telecom Policy in 1994 and later improvements made in the policy in 1999 led to a significant growth in the telecom sector, with corporatisation of telecom services in 2000. The density of telephones has already increased from 1.44 percent to more than six percent. The cellular mobile sector has also grown exponentially from 1.2 million to more than 19 million subscribers. As well, the rural teleden sity has increased from 0.4 percent to 1.5 per cent.

The Honourable Prime Minister has recently launched a pilot project of Rupees 3 crore (Ed. note: 30 million Rupees), the "Grameen *Sancahar* Sewak" project, in a bid to promote telecom

services for rural people using WLL (Wireless in Local Loop) technology. The project has been conceptualised to provide accessibility to public telephone service to rural populations at their doorstep by worldwide Web technology. The Scheme would be implemented through the Gameen Dak Sewak (Village Post delivery agents). These agents would work as the franchisees of the telecom department. The agents would be provided wireless telephones with display facilities, so when an agent goes to houses to deliver letters, he would carry a fixed wireless telephone to facilitate phone service to all citizens of that area. In the initial phase this pilot project would cover about 800 villages in 21 **telecom** circles covering all the states except Andaman and Nicobar Islands, Haryana and Punjab. About 1,800 village postal agents would be used for this purpose?

The IT infrastructure, particularly the pene tration of information technology, has improved but a lot still needs be to done particularly in rural and remote areas. According to the International Data Corporation, the estimate of Internet users was around one million, which reached to more than five million in 2003-20004, making India the fourth largest international market in Asia. Growth will depend on low-cost access, low-cost personal computers and Internet cable, and increasing competitive Internet service providers (ISP), which is now becoming a reality. According to the largest projection of goi and nassCOM, the total Inter Net connection and users reached 15 million and 50 million by the end of the year 2003. The rapid advancement in

the IT industry and its impact on society has brought significant social changes. Earlier, people were reluctant to plunge into IT communication. Now all states have had a sudden change in their thinking and are coming to vital decisions to boost their IT sector.

The government of India has declared IT as one of the thrust areas for the country's development and has recognized it as an essential service. States like Andhra Pradesh: Karnataka, Maharastra, West Bengal and now Tamil Naidu has been playing a significant role in introducing IT for industrial and economic development. These states have active action plans emphasizing the growth of IT industries that will extend the benefits of IT application to all types of industries, enterprises, and private and public organisations and institutions.

5.0 Write short notes on **any three** of the following (in about **300** words each) :
    (a)   Readability formulae
    (b)   Descriptive discourse
    (c)   Role of visuals in technical writing
    (d)   Short Communication
    (e)   Collection of data

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

दिसम्बर, 2014

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   किसी प्रलेख के भौतिक उत्पादन में निहित संक्रियाओं की व्याख्या कीजिए।

अथवा

1.2   एक विशिष्ट पुस्तकालय में स्वचालन कार्य आरंभ करने के लिए एक विस्तृत प्रस्ताव तैयार कीजिए।

2.1   भाषित तथा लिखित सम्प्रेषण के बीच अंतर बतलाइए।

अथवा

2.2   अनुच्छेद क्या है? अनुच्छेदों के विभिन्न प्रकारों के बारे में संक्षेप में लिखिए।

3.1   'तकनीकी संप्रेषण' (टेक्नीकल कम्युनिकेशन) पद को परिभाषित कीजिए। इसके अभिलक्षणों, कार्यों तथा सामाजिक एवं नैतिक पहलुओं की चर्चा कीजिए।

अथवा

3.2 समीक्षा लेख (रिव्यू आर्टिकल) क्या है? इसे तैयार करने में निहित चरणों का वर्णन कीजिए।

4.1 सम्पादकों के लिए आवश्यक विभिन्न प्रकार के सम्पादकीय उपकरणों को सूचीबद्ध कीजिए। उन उद्देश्यों की चर्चा कीजिए, जिनके लिए इनकी आवश्यकता होती है।

<div align="center">अथवा</div>

4.2 निम्नलिखित गद्यांश का पाठ-संशोधन (प्रूफ रीडिंग) कीजिए :

The basic requirement for reducing the digital = divide for countries is to give priority to the development of their telecommunication and IT infrastructure in order to provide universal and affordable access to information to people in all Geographical areas of the Country. The government of India celebrated the year 2003 as the 150th year of Indian communication and telegraphy. The country has travelled a long way in improving its telecom sector. At the time of independence there were only 80,000 telephone subscribers and that was mostly in government organisations. Until the 1980s telecom was not a priority. However, the formulation

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

(a) पठनीयता का परिसूत्र

(b) विवरणात्मक निबंध

(c) तकनीकी लेखन में दृश्य-सामग्री की भूमिका

(d) संक्षिप्त सम्प्रेषण

(e) डेटा संग्रह