

**MASTER OF LIBRARY AND INFORMATION
SCIENCE**

Term-End Examination

December, 2016

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 Differentiate between technical writing and creative writing. Explain the technical writing skills needed by information professionals for various writing situation.

OR

1.2 What do you understand by Oral Communication ? Explain how it can ensure success while conducting orientation for new students in a college library.

2.1 What do you understand by reader analysis ? State the characteristics of the reader that influence technical writing.

OR

2.2 What is a paragraph ? Discuss its different types.

3.1 What are the functions of a language ? Give reasons for language variations. Discuss different kinds of dialects.

OR

3.2 'The value of a technical or scientific document correlates positively with the accuracy, precision and completeness of information'. Elaborate upon the statement.

4.1 What are the duties of an editor ? Discuss the skills which an editor should possess to carry out these duties.

OR

4.2 Correct (proof read) the text given below :
The origins of the present day Indian Diaspora lay in the variety of interactions between the long British Raj and India. The Parsi community of Gujarat and the Bengali community arrived Britain in the 18th and 19th centuries as qualified lawyers, doctors, professionals to settle down in the UK. The Parsis dominated the India community in the U.K. as the earliest settlers. During the First and Second World Wars, many British Indian Army soldiers who were part of the war effort, settled down in Britain. The largest settlements however, occurred after 1947. The first influx of Indians into the UK from the post independence India took place in the 50s and 60s. Large numbers of workers, mainly of Punjabi origin, went to the UK in the aftermath of the post-World War-II reconstruction efforts in the industrial sectors. The second major wave was in the 60s and 70s when PIOs, mainly of Gujarati origin, were forced to leave erstwhile British colonies in East Africa. The Asians who were uprooted from Uganda in large numbers by Idi-Amin constituted an important segment of the PIOs who went in Britain in a large influx in the early and mid 70s. Many of them left the UK for the USA thereafter reflecting secondary and tertiary waves of PIO migration. The second wave had considerable expertise in trade and business.

The economic successes and prosperity of the Indian community in the UK commenced in a major way with this second wave of migration, establishing the Indians as shopkeepers in the nation of shopkeepers. It made a major impact on the socio-economic landscape of the UK and its multi-cultural fabric. The Sikh migrant communities initially comprised only of men, resulting in large demographic gender imbalances. The arrival of families in the UK had the effect of strengthening the pattern of family life along the lines that existed in India. Traditional customs, religions and cultural values was also maintained. Second and third generation Asians, however, had difficulties in conforming to them. The pressures of discrimination from the dominant society led to further strains and consolidation of the traditional lifestyle of the minorities. However, the growth of an Asian sub-culture is seen in the combined BHANGRA and Western dance music, which reflects the synthesis of the British and Asian cultures. The Asian and Afro-Caribbean communities in the 50s and 60s experienced difficulties in assimilation in the UK owing to their very distinct lifestyles and cultures which were vastly different from those of the mainstream host society. This brought a new concept of multi-culturalism on the public agenda of the UK, which emphasized the need of co-existence of different cultures to enrich the multi-cultural fabric of the nation.

In the last decade, the population of the UK has remained stable, but it has been ageing like the population of many other developed countries. This has led to a dependence on young workers from non-Western countries, especially high-tech

skilled workers such as ITT experts, doctors, teachers and engineers. The number of British work permits issued to immigrants from India has risen steadily from 1,997 in 1995 to 5,663 in 1999. Of the total number of work permits granted in 1999, by the UK, 51.4 percent were for work in the computer industry. At least two-thirds of all software professionals now entering Britain are from Indian. This is due to amendments in the work permits rules last year which facilitate the entry of more information technology-trained foreigners. Those amendments have opened the floodgates for Indian IT, professionals, as Britain faces a massive skills shortage in IT. Government figures show 18,257 foreign IT professionals coming to Britain in 2,000. Of them, 11,474 were from India. In 2001, according to official estimates, these numbers are rising faster. Last year, the second highest number of IT professionals (2,034) came from the US, of whom, many are of Indian origin. Many of the 748 professionals whom came from South Africa, and the 708 who came from Australia are also reportedly of Indian origin. Within Asia, Indian professionals have clearly taken a substantial lead over other in taking up IT jobs in Britain. 132 came from Pakistan, 69 from Sri Lanka and 15 from Bangladesh. India is thus becoming a generic supplier of skills to Britain, as indeed to the rest of the developed world.

- 5.0 Write short notes on any three of the following (in about 300 words each) :
- (a) Readability Yardstick
 - (b) Descriptive discourse
 - (c) Collection of data
 - (d) Dissertations
 - (e) Style manuals

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

दिसम्बर, 2016

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 व सृजनात्मक लेखन में विभेद कीजिए। सूचना व्यावसायियों द्वारा विभिन्न लेखन परिस्थितियों में आवश्यक तकनीकी लेखन कौशलों की व्याख्या कीजिए।

अथवा

1.2 मौखिक संप्रेषण से आप क्या समझते हैं? यह किस प्रकार महाविद्यालय के नये छात्रों के अभिमुखीकरण संचालन की सफलता सुनिश्चित कर सकता है - व्याख्या कीजिए।

2.1 पाठक विश्लेषण से आप क्या समझते हैं? पाठक के उन अभिलक्षणों को व्यक्त कीजिए जो तकनीकी लेखन पर प्रभाव डालते हैं।

अथवा

2.2 अनुच्छेद क्या है? इसके विभिन्न प्रकारों की विवेचना कीजिए।

3.1 भाषा के क्या-क्या कार्य हैं? भाषाई विभिन्नताओं के कारणों का उल्लेख कीजिए। विभिन्न प्रकार की बोलियों की विवेचना कीजिए।

अथवा

3.2 'तकनीक या वैज्ञानिक प्रलेख का मूल्य, सूचना की शुद्धता, सटीकता एवं पूर्णता के साथ सकारात्मक सम्बन्ध रखता है' वक्तव्य की विस्तारपूर्वक व्याख्या कीजिए।

4.1 एक संपादक के क्या-क्या कर्तव्य हैं? इन कर्तव्यों के संचालन हेतु संपादक में क्या-क्या कौशल होने चाहिए, विवेचना कीजिए।

अथवा

4.2 निम्नांकित मूल पाठ की त्रुटियों का परिहार (प्रूफ रीडिंग) कीजिए :

The origins of the present day Indian Diaspora lay in the variety of interactions between the long British Raj and India. The Parsi community of Gujarat and the Bengali community arrived Britain in the 18th and 19th centuries as qualified lawyers, doctors, professionals to settle down in the UK. The Parsis dominated the India community in the U.K. as the earliest settlers. During the First and Second World Wars, many British Indian Army soldiers who were part of the war effort, settled down in Britain. The largest settlements however, occurred after 1947. The first influx of Indians into the UK from the post independence India took place in the 50s and 60s. Large numbers of workers, mainly of Punjabi origin, went to the UK in the aftermath of the post-World War-II reconstruction efforts in the industrial sectors. The second major wave was in the 60s and 70s when PIOs, mainly of Gujarati origin, were forced to leave erstwhile British colonies in East Africa. The Asians who were uprooted from Uganda in large numbers by Idi-Amin constituted an important segment of the PIOs who went in Britain in a large influx in the early and mid 70s. Many of them left the UK for the USA thereafter reflecting secondary and tertiary waves of PIO migration. The second wave had considerable expertise in trade and business.

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

- (a) पठनीयता मानदण्ड
- (b) विवरणात्मक व्याख्यान
- (c) डाटा संग्रह
- (d) शोध प्रबंध
- (e) स्टाइल मैनुअल