

**DIPLOMA IN CIVIL ENGINEERING (DCLE(G))/
DIPLOMA IN MECHANICAL ENGINEERING
(DME)**

Term-End Examination

December, 2017

00732

BET-036 : TECHNICAL DOCUMENTATION

Time : 2 hours

Maximum Marks : 70

Note : Attempt any *five* questions. All questions carry equal marks.

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1. (a) Discuss the three-stage process of technical writing. 7
 - (b) Describe the six characteristics of the touchstone of a technical write-up. 7
 2. (a) Explain the various questions that are normally asked in the general introduction of "Description of a Process". 7
 - (b) Discuss the process of design. 7
 3. (a) What do you mean by an Abstract ? Describe an informative abstract and a descriptive abstract. 7
 - (b) Discuss the advantages and disadvantages of using visual aids. 7

4. (a) Explain the guidelines for writing an effective technical report. 7
- (b) Discuss the purpose and method of writing a feasibility report. 7
5. Prepare a project proposal for the construction of a conference hall in a polytechnic, having a seating capacity of two hundred (200). Assume the required data suitably. 14
6. Write a progress report of the ongoing construction of a railway bridge on a river. Imagine that you are writing to your higher authorities. 14
7. Prepare transparencies for an oral presentation on "Advantages of Extension of Metro-Rail in NCR Delhi". 14
8. Write short notes on the following : 2×7
- (a) Trip Reports
- (b) Researching
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