

**MASTER OF LIBRARY AND INFORMATION
SCIENCE**

Term-End Examination

December, 2017

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 the three types of communication - oral, audio-visual and written. Elaborate on the different forms of written communication with suitable examples.

OR

1.2 Prepare a brochure for a college library, describing the rules and regulations, collections, services, etc.

2.1 What is a dialect ? Why people of different regions speak different dialects ? Explain.

OR

2.2 What is readability ? Explain the importance of readers and text factors in readability.

3.1 What do you mean by the style of presentation ? Discuss the structural components to be taken into account for presentation of data.

OR

3.2 Highlight the importance and characteristics of review article in scientific communication. Discuss the steps involved in the preparation of a review article.

4.1 What is copy editing ? Discuss the routine tasks involved in it with examples.

OR

4.2 Correct (proof read) the text given below :

Ranganathan pointed out That he has been applying The elements of statical calculus to library problems since 1925 and its manifold users inthe organisation of Library systems and and in the development of library technics. From 1925 onwards he was keeping a record of the number of volumes being added to the Madras University Library MUL, The number of visitors using the library, and the number of volumes being used in a year, He noticed The growth curv was really steep. This The study of growth pattern pattern which we observe in many bibliometrics writings. In MUL, Ranganatan used to maintain statistical records as to man hours required for every item of work in a year. In (1947), these very data helped him to develop a stuff formula for the Indian Institute of Science Library, International labour office, and Swedish Railways library also found the formula useful. In 1958, University Grants Commision of India adopted this formula for University libraries.

5.0 Write short notes on **any three** of the following (in about **300** words each) :

- (a) Fog index
- (b) Physical production of manuscript
- (c) Professional writing
- (d) Oral communication
- (e) Illustrations

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि

सत्रांत परीक्षा

दिसम्बर, 2017

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 तीन प्रकार के संचार - मौखिक, दृश्य-श्रव्य तथा लिखित के मध्य विभेद कीजिए। लिखित संचार के विभिन्न रूपों की उपयुक्त उदाहरणों सहित व्याख्या कीजिए।

अथवा

1.2 महाविद्यालय पुस्तकालय के लिए एक विवरण पुस्तिका (ब्रोशर) तैयार कीजिए जिसमें नियमों एवं विनियमों, संग्रह, सेवाओं, आदि का वर्णन किया गया हो।

2.1 बोली (उपभाषा) क्या है? विभिन्न क्षेत्रों के लोग भिन्न-भिन्न बोलियाँ क्यों बोलते हैं? व्याख्या कीजिए।

अथवा

2.2 पठनीयता क्या है? पठनीयता में पाठकों तथा मूलपाठ तत्त्वों के महत्त्व की व्याख्या कीजिए।

3.1 प्रस्तुतीकरण-शैली से आप क्या समझते हैं? डाटा के प्रस्तुतीकरण में ध्यान रखने योग्य संरचनात्मक घटकों की विवेचना कीजिए।

अथवा

3.2 वैज्ञानिक संप्रेषण में समीक्षा लेख के महत्त्व एवं अभिलक्षणों पर प्रकाश डालिए। समीक्षा लेख तैयार करने में निहित चरणों की विवेचना कीजिए।

4.1 प्रतिलिपि सम्पादन (कॉपी-एडिटिंग) क्या है? इसमें निहित नैतिक कार्यों की सोदाहरण विवेचना कीजिए।

अथवा

4.2 नीचे दिए गए पाठ का प्रूफ संशोधन कीजिए।

Ranganathan pointed out That he has been applying The elements of statical calculus to library problems since 1925 and its manifold users inthe organisation of Library systems and and in the development of library technics. From 1925 onwards he was keeping a record of the number of volumes being added to the Madras University Library MUL, The number of visitors using the library, and the number of volumes being used in a year, He noticed The growth curv was really steep. This The study of growth pattern pattern which we observe in many bibliometrics writings. In MUL, Ranganatan used to maintain statistical records as to man hours required for every item of work in a year. In (1947), these very data helped him to develop a stuff formula for the Indian Institute of Science Library, International labour office, and Swedish Railways library also found the formula useful. In 1958, University Grants Commision of India adopted this formula for University libraries.

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

- फॉग इंडेक्स
- हस्तलिपि का भौतिक उत्पादन
- व्यवसायिक लेखन
- मौखिक संचार
- इलस्ट्रेशन