

MASTER OF LIBRARY AND INFORMATION
SCIENCE

Term-End Examination

June, 2012

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 Bring out the similarities and differences of writing situation for :
- Educational institutions for course materials and R and D establishments and
 - Office communication and mass communication.

OR

- 1.2 What is a proposal ? Describe the characteristics and components of a proposal.
- 2.1 What are the characteristics of human language in communication ? Explain their 'functional creativity'.

OR

2.2 What are the different types of paragraphs ? Explain their contents that make a technical communication effective.

3.1 Briefly discuss the basics of technical style with reference to diction and grammar which contribute to clarity and accuracy in a presentation.

OR

3.2 What roles visuals play in a technical document ? Suggest a few illustrative questions that would help deciding to use visuals in a technical communication.

4.1 Discuss the different type of skills that an editor should have to make technical communication effective.

OR

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

It would be wrong historically to consider that a great part that a women of India played in the non - cooperation moment and the position that they have achieved for herself in modern Indian life was a result of a sudden Transfermation.

Indoubtedly women in ansient India enjoyed a much higher states than their desendants in the eighteenth and nineteenth

century. From the earliest days there are many notable women in India- poets, scholars, capable administrators and leader of religious movements.

Even the eighteenth century produced woman of the types of Ahalyabai Holkar whose administration of Indore was considered a model for all India. But there is no doubt that speaking generally, the condition of Indian Womenhood had sunk low. Kept vigorously secluded behind the purdah in many part of India, denied facilities of education and compelled under a system of child marriage, at least among the higher classes, to maternity when their sister in other countries were in schools and kept under subjection during marriage and forced among the Brahmins and upper caste, to live a life of misery during widowhood, Indian Women in the beginning of the nineteenth century was probably among the most backward of their sex all over the world.

The Brahma samaj led the moment for emancipation. The ancient rules of purdah was broken and the Brahma woman moved freely in the society. But as the educated classes generally showed a disinclination toward the emancipation of their women, the movement of their uplift was slow in taking shape. By the beginning of the twentieth century the position had begun to show some change.

5. Write short notes on any *three* of the following (in about 300 words).
- (a) Oral presentation
 - (b) Word structure in technical writing
 - (c) Descriptive discourse
 - (d) Preparation of review articles
 - (e) Effective use of punctuation in writings.
-

पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर
उपाधि

सत्रांत परीक्षा

जून, 2012

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 (a) शैक्षणिक संस्थानों के लिए पाठ्य-सामग्री तथा शोध एवं विकास संस्थानों और
- (b) कार्यालयीन पत्रव्यवहार तथा जन संचार के लिए लेखन-स्थितियों में समानताओं तथा विषमताओं को स्पष्ट कीजिए।

अथवा

- 1.2 प्रस्ताव क्या है? एक प्रस्ताव के अभिलक्षणों तथा घटकों की चर्चा कीजिए।
- 2.1 भाव-सम्प्रेषण में मानव-भाषा के अभिलक्षणों का उल्लेख कीजिए। उनकी प्रकार्यात्मक सृजनात्मकता की व्याख्या कीजिए।

अथवा

2.2 अनुच्छेद (पैराग्राफ) के विभिन्न प्रकारों का उल्लेख कीजिए। इनकी अन्तर्वस्तु की व्याख्या कीजिए जो तकनीकी भाव-सम्प्रेषण को प्रभावशील बनाती है।

3.1 शब्द-योजना तथा व्याकरण के संदर्भ में तकनीकी शैली के मूलाधार की संक्षिप्त चर्चा कीजिए जो विषय के प्रस्तुतीकरण में स्पष्टता तथा परिशुद्धता लाने में सहायक होता है।

अथवा

3.2 एक तकनीकी प्रलेख में दृश्य सामग्री (वीजुअल्स) की भूमिका स्पष्ट कीजिए। कुछ निदर्शी प्रश्नों का सुझाव दीजिए जो किसी तकनीकी भाव-सम्प्रेषण में दृश्य सामग्री के उपयोग के लिए निर्णय लेने में सहायक होंगे।

4.1 तकनीकी भाव-सम्प्रेषण को प्रभावशील बनाने के लिए एक सम्पादक में विभिन्न प्रकार की प्रवीणताएँ होनी चाहिए। उनकी चर्चा कीजिए।

अथवा

4.2 नीचे दिए गए गद्यांश का पाठ-संशोधन (प्रूफ रीडिंग) कीजिए।
It would be wrong historically to consider that a great part that a women of India played in the non - cooperation moment and the position that they have achieved for herself in modern Indian life was a result of a sudden Transfermation.

Indoubtedly women in ancient India enjoyed a much higher status than their descendants in the eighteenth and nineteenth century. From the earliest days there are many notable women in India - poets, scholars, capable administrators and leaders of religious movements. Even the eighteenth century produced women of the type of Ahalyabai Holkar whose administration of Indore was considered a model for all India. But there is no doubt that speaking generally, the condition of Indian womanhood had sunk low. Kept vigorously secluded behind the purdah in many parts of India, denied facilities of education and compelled under a system of child marriage, at least among the higher classes, to maternity when their sisters in other countries were in schools and kept under subjection during marriage and forced among the Brahmins and upper caste, to live a life of misery during widowhood, Indian women in the beginning of the nineteenth century were probably among the most backward of their sex all over the world.

The Brahmo samaj led the moment for emancipation. The ancient rules of purdah were broken and the Brahmo woman moved freely in the society. But as the educated classes generally showed a disinclination toward the emancipation of their women, the movement of their uplift was slow in taking shape. By the beginning of the

twentieth century the position had begun to show some change.

5. निम्नलिखित में से **किन्हीं तीन** पर संक्षिप्त टिप्पणियाँ लिखिए
(प्रत्येक पर लगभग 300 शब्दों में)
- (a) मौखिक (वाचिक) प्रस्तुति
 - (b) तकनीकी लेखन में शब्द-संरचना
 - (c) विवरणात्मक निबंध
 - (d) समीक्षा-लेखों को तैयार करना
 - (e) लेखन में विराम-चिह्नों का प्रभावी उपयोग
-