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**Diploma in Civil Engineering (DCLE(G))
Diploma in Mechanical Engineering (DME)**

Term-End Examination

June, 2013

BET-036 : TECHNICAL DOCUMENTATION

Time : 2 hours

Maximum Marks : 70

Note : (i) Question No . 1 is *Compulsory*.

(ii) Answer *any two* questions from the remaining questions.

1. Answer **any three** of the following : **3x10=30**
 - (a) Explain a Report writer's check list and the associated pyramid.
 - (b) What do you understand by progress report - explain.
 - (c) Explain, what do you understand by an Inspection report and give the associated pyramid.
 - (d) Explain the structure of a speech
 - (e) Prepare a manual of operation for a concrete mixture.

2. Your supervisor asked you to prepare a 'Trip Report' of employees moved to different places of work during last year. Cover all the events and make a detailed Trip report. **20**

3. You are asked to submit a "Feasibility" report on "weaker section" Houses to be constructed by the Government, in suburbs of New Delhi. Prepare a Feasibility report by considering all the aspects. 20
4. A bridge under construction collapsed last night. Your officials ask you to visit the site and prepare an "Incident Report" after investigation - draft the report. 20
5. Write short notes on **any two** of the following :
- (a) Manual preparation 2x10=20
 - (b) Oral presentation
 - (c) Audience analysis
 - (d) Researching
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