

**MASTER OF LIBRARY AND INFORMATION  
SCIENCE**

**Term-End Examination**

**June, 2013**

**MLIE-104 : TECHNICAL WRITING**

*Time : 3 hours*

*Maximum Marks : 100*

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*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.*

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**1.1** Distinguish between plans and proposals. Explain the characteristic features of a plan, indicating the analytical process involved in planning the automaton of a technical library.

**OR**

**1.2** Explain the essential features in the effective presentation of a technical communication with reference to its quality of contents and structural organization.

**2.1** What are the functions and characteristic features of language in technical communication ? Explain with reference top English language.

**OR**

2.2 What are the different aspects of information to be communicated in technical writing ? Explain the importance of accuracy, organization, Visuals and documentation in presentation.

3.1 What are in-house bulletins ? Explain their types, features and preparation.

**OR**

3.2 Explain the role and functions of an editor in technical communication.

4.1 What are style manuals, standards and a language thesaurus ? Explain their use in technical writing and editing.

**OR**

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

The New Year dawned on a dismal for the stars of 2011. After dominating urban mind space for the better of year, Anna Hazare and his team, looked confused and uncertain as they mull over their agitation plans, having out witted in the battle for lak pal bill. Was this th end of the road for man who made activism fashionable again if only for the middle classes. Indead did his loss to the chicanery of the political class ded a body blow to civil society now that best known faces lay bruised.

It would be unwise for the political establishments to gloat over the collapse of the Jan Lokpal agitation and claim victory in the continuing tussle that marks relationship with civil society whatever Team Anna's fate may be. The need to civil society have never been greater and will only grow as democracy deepens its roots to throw up searching questions about equity, accountability and governance. Political philosopher and Director for the study of developing societies Rajeev Bhargava believes that the year 2020 will see more Anna-like movements and he stresses the importance of strengthening civil societies. "There is so much discontent on the ground" he says. "There is a radical disparity of income and power. And because people have so much access to information today their aspirations have grown. It is important that this discontent is expressed through civil society organizations otherwise, the only course to people would be to go the Naxal way.

There is no universal accepted definition of the term civil society but it is widely construed to mean the "Third sector" as distant from government and business. It surfaced in the 20th century as democracy evolved to define space occupied by institutions and organizations that report public opinion and influence public policy. In India the most powerful example of the assertion of civil

society is the national movement through which Gandhi mobilized public opinion to oust the colonial administration.

The legacy continues even today as Bhargava points out and certainly the last few years have seen activism flourish and multiply whether in lie-in protests of tribals against the Posco Steel Plant in Orissa or in anti-nuclear power agitation in Kudankoolam and Jaitapur. All over the country small activist groups are pushing and prodding the system to demand greater transparency and peoples participation in decision-making on issues that affect them.

Much of the current activism stems from a growing feeling that the countrys political and governance structures do not adequately represent or reflect peoples problems and aspirations. While National Advisory Council member Harch Mander highlights the manner in which the concerns of the poor get distorted by the priorities of electoral politics the Anna movement crystallised the resentment simmering in the urban middle class against a corrupt and uncaring political elite. Clearly there is a need for change. But change comes through public debate and discourse with civil society organizations serving as the interface between the ruling class and the people.

5. Write short notes on *any three* of the following  
(in about **300** words).
- (a) Creative writing
  - (b) Reader analysis
  - (c) Regional Dialects
  - (d) Illustrations
  - (e) Short communications.
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पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर  
उपाधि

सत्रांत परीक्षा

जून, 2013

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 योजना और प्रस्ताव के बीच अंतर स्पष्ट कीजिए। किसी तकनीकी पुस्तकालय की योजना बनाने में निहित विश्लेषणात्मक प्रक्रिया को इंगित करते हुए, योजना की अभिलक्षणात्मक विशिष्टताओं की व्याख्या कीजिए।

अथवा

1.2 अंतर्वस्तु की गुणवत्ता और संरचनात्मक संगठन के संदर्भ में तकनीकी सम्प्रेषणीयता के प्रभावशील प्रस्तुतिकरण की अनिवार्य विशेषताओं की व्याख्या कीजिए।

2.1 तकनीकी सम्प्रेषण में भाषा के कार्य और अभिलक्षणात्मक विशेषताएँ क्या हैं? अँगरेजी भाषा के संदर्भ में व्याख्या कीजिए।

अथवा

2.2 तकनीकी लेखन में सम्प्रेषित की जाने वाली सूचना के विभिन्न पहलू कौन से हैं? प्रस्तुतिकरण में परिशुद्धता, व्यवस्थापन, दृश्य सामग्री तथा प्रलेखन के महत्व की व्याख्या कीजिए।

3.1 गृह पत्रिकाएँ (इन-हाउस बुलेटिन्स) क्या हैं? इनके प्रकारों, विशिष्ट गुणों और इन्हें तैयार करने की व्याख्या कीजिए।

#### अथवा

3.2 तकनीकी सम्प्रेषण में सम्पादक की भूमिका की व्याख्या कीजिए।

4.1 स्टाइल मैनुअल, मानक और भाषा-धिसारस क्या हैं? तकनीकी लेखन और सम्पादन में इनके उपयोग की व्याख्या कीजिए।

#### अथवा

4.2 निम्नलिखित मूल पाठ का प्रूफ-संशोधन कीजिए।

Correct (Proof-read) the text given below :

The New Year dawned on a dismal for the stars of 2011. After dominating urban mind space for the better of year, Anna Hazare and his team, looked confused and uncertain as they mull over their agitation plans, having out witted in the battle for lak pal bill. Was this th end of the road for man who made activism fashionable again if only for the middle classes. Indead did his loss to the chicanery of the political class ded a body blow to civil society now that best known faces lay bruised.

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

- (a) सृजनात्मक लेखन
  - (b) पाठक विश्लेषण
  - (c) क्षेत्रीय बेलियाँ
  - (d) इल्युस्ट्रेशन्स
  - (e) संक्षिप्त सम्प्रेषण
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