

**MASTER OF LIBRARY AND INFORMATION  
SCIENCE**

00172

**Term-End Examination**

**June, 2014**

**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** Define the term 'technical writing'. Discuss the writing situations relevant to library and information field with their specific characteristics.

**OR**

**1.2** Prepare a brochure for a public library highlighting its rules and regulations, collections, services, etc.

**2.1** Describe the steps involved in the writing process. Illustrate your answer with examples.

**OR**

**2.2** What do you understand by the term 'readability'? Explain the importance of readers and text factors in readability.

**3.1** Describe briefly the features of technical writing, which are basic to all documents. Give the answer with the help of suitable examples.

**OR**

**3.2** What is the importance of technical reports in technical communication ? Discuss briefly its various types.

**4.1** What are the functions of an editor of a technical communication ? Discuss the skills which an editor should have to carry out these functions.

**OR**

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

Information and communication technology has given rise too many benefits in our society. Tools like television, radio and the much talked about Internet has always given direction to change. The application of IT in various fields and Internet technology has been able to influence larger sections of society since its development ?

Technological change is the major contributor to the and growth development of the information society; e-learning, e-libraries, e-health, e-governance, etc. have become pillars of the information Society. Realising these developments, a world summit was organised by the United Nations in 2003 in Geneva, under its General Secretary, Kofi Annan. The goal of the summit was to develop a common vision and understanding of the information society and to draw up a strategic plan of action for concerted development towards realising this

vision. Access to information in society is not uniform and globally there has always been a gap between those people and communities who can make effective use of IT and those who cannot, leading to a kind of digital divide which is the major concern for the governments of developing *countries*..

In India the use of IT and computerisation began in 1978. In 1985 the **government of india** decided to increase the pace of IT use at the district level. The National Information Centre (NIC), a central government organisation, was chosen to implement a national programme called "disnic," Information System of NIC, to computerise all district offices. Commissioning nearly 500 computer centres to a country-wide network, and connecting these computers, was a major achievement [2]. With the rapid progress of the IT industry, there have been in some places in India remarkable social changes. Earlier, people were reluctant to plunge into information and communication technology and thought IT would take away people's jobs. But today a complete change in people's mind set is apparent. Many state governments are giving a boost to the IT sector. States like Andhra Pradesh in Hyderabad, Maharashtra in Pune,

Karnataka in Bangalore, etc. have developed cyber- cities.

The government of India has declared IT as one of the trust areas for the country's development and has recognised it as an "essential service." It has proposed many mega-projects which include telemedicine, distance education to boost adult education in rural areas, setting up information kiosks, etc. Foreign investors are also venturing into India for big investments in the IT sector. Today, Fortune 500 multinational corporations have their offices in India, bringing not only a good multicultural business environment but also better services and products. It is expected that IT is going to capture close to eight percent of the country's gross domestic product in 2008. The software professionals contribute to more than one quarter of the country's total export earning [3]. The fast developments that have taken place due to technological changes have also

propelled a great divide of the information haves and have-nots in the country. The unequal access to information has posed challenges to the government to take appropriate steps to bridge the gap. Some of the efforts made by the government and the non-governmental organisations to bridge the digital divide in the country will be discussed.

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

- (a) Sentence structure
  - (b) Reader analysis
  - (c) Illustrations
  - (d) Regional dialects
  - (e) Peer review
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पुस्तकालय एवं सूचना विज्ञान में स्नातकोत्तर उपाधि  
सत्रांत परीक्षा  
जून, 2014

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 करें । उत्तर लिखने से  
पूर्व संबंधित प्रश्न-संख्या अवश्य लिखें ।

1.1 'तकनीकी लेखन' (टेक्नीकल राइटिंग) पद को परिभाषित  
कीजिए । पुस्तकालय एवं सूचना क्षेत्र से संगत लेखन  
स्थितियों की चर्चा, उनके विशिष्ट अभिलक्षणों के साथ,  
कीजिए ।

अथवा

1.2 एक सार्वजनिक पुस्तकालय के लिए एक ब्रोशर तैयार कीजिए  
जिसमें उसके नियमों तथा विनियमों, संग्रह, सेवाओं, आदि  
को स्पष्ट किया गया हो ।

2.1 लेखन प्रक्रिया में सन्निहित चरणों का वर्णन कीजिए । अपने  
उत्तर को उदाहरणों के द्वारा स्पष्ट कीजिए ।

अथवा

2.2 'पठनीयता' ('रीडेबिलिटी') पद से आप क्या समझते हैं ?  
पठनीयता में पाठक तथा मूलपाठ उपादानों के महत्त्व की  
व्याख्या कीजिए ।

- 3.1** तकनीकी लेखन के उन गुणों की संक्षिप्त व्याख्या कीजिए जो सभी प्रलेखों के लिए आधारभूत हैं। अपना उत्तर उपयुक्त उदाहरणों के साथ दीजिए।

**अथवा**

- 3.2** तकनीकी सम्प्रेषण में तकनीकी प्रतिवेदनों के महत्त्व का उल्लेख कीजिए। इसके विभिन्न प्रकारों की संक्षिप्त चर्चा कीजिए।

- 4.1** तकनीकी सम्प्रेषण के सम्पादक के कार्य क्या हैं? इन कार्यों का निष्पादन करने के लिए सम्पादक में किस प्रकार की दक्षता होनी चाहिए – चर्चा कीजिए।

**अथवा**

- 4.2** नीचे दिए गए मूलपाठ का पाठ-संशोधन (प्रूफ रीडिंग) कीजिए :

Information and communication technology has given rise too many benefits in our society. Tools like television, radio and the much talked about Internet has always given direction to change. The application of IT in various fields and Internet technology has been able to influence larger sections of society since its development?



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challenges to the government to take  
appropriate steps to bridge the gap. Some of the  
efforts made by the government and the non-  
governmental organisations to bridge the digital  
divide in the country will be discussed.

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

- (क) वाक्य संरचना
- (ख) पाठक विश्लेषण
- (ग) इलस्ट्रेशन
- (घ) क्षेत्रीय बोलियाँ
- (ङ) पिअर रिव्यू