

**B.Tech. Civil (Construction Management)/
B.Tech. Civil (Water Resources Engineering)**

Term-End Examination

00888

June, 2016

ET-302(B) : TECHNICAL WRITING

Time : 3 hours

Maximum Marks : 70

Note : Attempt any *five* questions. All questions carry equal marks.

-
-
1. (a) Explain five patterns of development that can be used effectively in technical writing. 7
 - (b) Describe the seven basic guidelines for choosing the right word. 7
 2. (a) Discuss some of the basic methods of finding information. 7
 - (b) Explain the structure of the description of a process. 7
 3. (a) Describe the various elements of the 'Letter of Transmittal'. 7
 - (b) Explain the guidelines for writing an effective report. 7

4. Prepare a project proposal for the construction of an overbridge on a railway line. Assume the required data suitably. 14
5. Write a progress report of the ongoing construction of a 'Conference Hall' in an engineering college. Assume that you are writing to your higher authorities. 14
6. Write a technical article on "Feasible Solution to Urban Mass Transportation System". 14
7. Prepare transparencies (i.e., slides on paper) for a presentation on "Advantages and Disadvantages of Visual Aids". 14
8. Write short notes on the following : $2 \times 7 = 14$
 - (a) Inspection Report
 - (b) Abstract
